

GENERAL MANAGER

DEFINITION

Under policy direction, plans, organizes, and provides administrative direction and oversight for all District functions and activities; serves as the District Treasurer, District Secretary; provides policy guidance and program evaluation to the Board and management staff; ensures that all regulatory and contractual requirements are met; facilitates provision of services to District residents and businesses; fosters cooperative working relationships with other governmental and regulatory agencies and various public and private groups; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Directors. Exercises direct supervision over Department Managers and indirect supervision over all District staff.

CLASS CHARACTERISTICS

The General Manager serves as the Chief Executive Officer of the District, accountable for enforcement of all District, local, state, and federal codes and regulations, the conduct of all financial activities, the oversight of all engineering activities and the efficient and economical performance of the District's operations.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, and administers, either directly or through management and supervisory staff, coordinates and evaluates the work of the District in accordance with applicable laws, codes and regulations and adopted policies and objectives of the District Board of Directors.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the District Board of Directors and the District; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient and economical manner.
- Oversees the preparation of capital and operational budgets for the District; authorizes directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the District's financial condition and needs to the Board of Directors.
- Reviews and approves all engineering plans, specifications, and contracts.
- Advises the District Board of Directors on issues, programs and financial status; prepares and recommends long- and short-range plans for District service provision, capital improvements and funding; and directs the development of specific proposals for action regarding current and future District needs.
- Oversees the administration, construction, use, and maintenance of all District facilities and equipment.
- Represents the District and the Board of Directors in meetings with governmental agencies, community groups and various business, professional, regulatory, and legislative organizations; acts as the District liaison with the media.
- Provides for the investigation and resolution of complaints regarding the administration of and service provision by the District government.

- Oversees the selection, training, professional development, and work evaluation of District staff; oversees the implementation of effective employee relations and related programs; and provides policy guidance and interpretation to staff.
- Prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Oversees the maintenance of working and official District files.
- Ensures that the Board of Directors is kept informed of District functions, activities, and financial status and of legal, social, and economic issues affecting District activities.
- Monitors changes in laws, regulations, and technology that may affect District operations; implements policy and procedural changes as required.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, budget development and administration and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices, methods and technical requirements of wastewater collection systems and related facilities and appurtenances.
- Principles, practices and procedures of public administration.
- Functions, services and funding sources of a public agency.
- Functions, authority, responsibilities, and limitations of an elected District Board of Directors.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of public agency budget development and contract administration.
- Current social, political, and economic trends affecting District government and service provision.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups and various business, professional, regulatory and legislative organizations.
- Techniques for dealing with the public, in person and over the telephone.

Ability to:

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the District.
- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of the District Board of Directors.
- Develop and implement goals, objectives, policies, procedures, budgets, work standards, and internal controls.
- Oversee all District financial activities, including administering investments, the development and implementation of the District budget, the annual external audit, and the control of all expenditures and purchases.
- Oversee all District engineering activities and capital improvement projects.
- Interpret, apply, and explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.

- Effectively represent the District in meetings with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations and the media.
- Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Prioritize and organize work; coordinate projects and programs and ensure that critical deadlines are met.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Bachelor's degree in business administration, public policy, finance, engineering or related field and ten (10) years of management or administrative experience in a municipal or other public agency setting. Possession of an appropriate Master's degree, Executive Leadership training, and experience in working with an elected Board of Directors or Board is highly desirable.

Licenses and Certifications:

- Must possess a valid driver's license in CA or NV
- Professional Engineer is desirable

PHYSICAL DEMANDS

Must possess the mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; stamina to inspect District construction sites; and hearing and speech to communicate in person, before groups and over the telephone.

ENVIRONMENTAL ELEMENTS

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust, and potentially hazardous materials. Employees may interact with difficult staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Attendance at off-hours meetings and occasional travel are required. Required to respond to off-hours emergency situations, either on-site or at the District's operations center.