

GENERAL MANAGER

Job Description

SUMMARY STATEMENT

Under policy direction of the Board of Directors, provides overall executive direction of all functions, services and activities of the District. This is the top level executive position accountable to the Board of Directors for day to day and long term operations and activities. Represents the Board and District in various public, private and governmental matters. Performs other related duties as required.

TYPICAL DUTIES/ TASKS/ RESPONSIBILITIES

- Provides overall executive direction of day to day and long term operations and activities of the District, organizing and assigning responsibilities, and direction and overseeing the management provided by subordinate managers.
- Within a broad framework established by the Board, directs the establishment of overall strategic plans, long term goals, and objectives; guides departmental long and short term planning, and the development of departmental goals and objectives.
- Keeps the Board informed of District activities and of laws, issues or problems that may affect District operations; requests policy and related actions from the Board; directs the preparation of materials for the Board and attends all Board meetings.
- Provides guidance and direction to management staff on issues related to general management of their functions, policies and procedures, finance, inter- and intra-organizational coordination, and personnel management.
- Directs the District's fiscal and administrative matters, including guiding the annual budget process, establishing rates and fees, accounting, customer service, and personnel.
- Provides final authority on District personnel matters, including employment and discharge of all staff.
- Directs the District's engineering, operations, maintenance, planning and watershed activities;
- Directs special reports, studies, and significant correspondence.
- Performs or oversees the monitoring and evaluation of legislation, trends and issues affecting the District.
- Directs the initiation and execution of consulting and contract services and agreements.

KNOWLEDGE/ SKILLS/ ABILITIES

- Knowledge of principles and practices of executive management and leadership, including planning and organizing responsibilities, motivation and delegation of authority.
- Knowledge of the functions, authorities and responsibilities of water districts.
- Ability to monitor and control fiscal and revenue activities.
- Ability to plan, organize, direct and integrate work at the executive level.
- Knowledge of administrative, fiscal and personnel management principles and practices.
- Skill to work effectively with the Board of Directors, other utilities and governmental agencies, the public, and others contacted in the course of work.
- Knowledge of applicable federal, state and local laws, codes and regulations.

- Knowledge of water treatment and distribution principles and practices.
- Ability to communicate effectively orally and in writing, including preparation of written reports and oral presentations.
- Administrative principles and practices; including goal setting, program and budget development and implementation and employee leadership and supervision.
- Principles, theories and practices of public administration, employee relations, and organizational management.
- Principles, theories and practices for providing a high level of customer service to the public, vendors, contractors and District staff.
- Principles, theories and practices for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.
- Current social, political and economic trends and operating problems of water districts in California.
- Principles and practices of budget preparation and administration; grant solicitation and administration, personnel management including supervision, training and performance evaluations.
- Federal, State and local laws, codes and regulations as they apply to water agencies.
- Funding sources impacting service and program development.
- Principles and practices of construction and service contract negotiation and administration.

DESIRABLE EMPLOYMENT QUALIFICATIONS

Completion of a Bachelor's Degree in Business or Public Administration, Engineering, or related field, and five years of increasingly responsible upper level management experience in a water treatment and distribution, or public agency setting.

OTHER REQUIREMENTS

Must be willing to attend Board Meetings outside of regular working hours, be available for emergency response and to remain on call. Possession of a valid Class C California driver's license and a safe driving record.