



General Manager

Department/Division:	Administration
Reports To:	Board of Directors
Provides Direction To:	Executive Management, Board Secretary, Executive Assistant
FLSA Exemption Status:	Exempt
Effective Date:	12/19/2024

GENERAL PURPOSE

Under policy direction from the Board of Directors, to serve as Chief Executive Officer of the District; to plan, direct, and oversee District programs, services and resources in accordance with short- and long-range goals, policy statements and directives; to interpret and administer policies of the Board; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

The General Manager is responsible for administering and overseeing all District programs, activities, services and projects, as well as managing the work of the Executive Team. The incumbent performs day-to-day administration of the District and carries out the planning and execution of programs and projects for accomplishing the District's short-term and long-term goals and objectives.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Plans, directs, coordinates, and controls the daily operation of the organization through the organization's managers including administration, financing, maintenance, operation, engineering, and construction, to effect operational efficiency and economy.
- Exercises full authority to employ and discharge all employees and assistants at pleasure; prescribes the duties and responsibilities of employees and assistants; establishes and adjusts the compensation of employees and assistants subject to the approval of the Board of Directors.
- Develops, recommends and implements current and long-range goals, objectives, plans and policies, subject to approval by the Board of Directors.
- Attends and participates in District Board meetings, professional organizations, and community meetings; prepares and presents reports.
- Provides advice, guidance, direction, and authorization to carry out major plans, standards and procedures, consistent with established policies and Board approval.
- Promotes the organization throughout the industry, special districts and/or trade associations.
- Oversees the adequacy and soundness of the organization's financial status and structure.

- Reviews reports and operating data for the organization and compares them to established objectives and standards; ensures that appropriate measures are taken to correct unsatisfactory results.
- Establishes and maintains an effective system of communications throughout the organization.
- Participates in District safety meetings.
- Maintain prompt and regular attendance.
- Performs other related duties, as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Water utility services, system operations and administration.
- Principles and practices of management, supervision, training and public administration.
- Utility commercial and financial practices.
- Current economic conditions and their impact upon the District's financial structure.
- Local government and community affairs.
- Public relations techniques.
- Water law and basic legal procedures concerning a public utility, including City ordinances and state and federal mandates.
- Safe work practices.

Ability to:

- Plan, organize, administer, coordinate and direct the activities of a water agency.
- Direct, administer and monitor the District budget; interpret and analyze financial, technical and legal information; make sound judgments and decisions.
- Analyze and interpret complex data and draw logical conclusions; exercise a high degree of judgment and discretion in administering and interpreting District policies and procedures.
- Instruct and evaluate subordinate personnel.
- Evaluate and recommend improvements to existing District activities, reports, and facilities.
- Exercise a high degree of managerial and administrative skills.
- Establish and maintain cooperative working relationships with others; deal tactfully and courteously with the public.
- Communicate clearly and concisely, both orally and in writing.
- Operate a vehicle observing legal and defensive driving practices.
- Operate standard office equipment, personal computers, Internet, and Microsoft Office software products.
- Observe proper safety precautions.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: Bachelor's degree from an accredited college or university in business administration, public administration, civil engineering or a closely related field. Master's degree in Public Administration, Business Administration, Engineering, or a closely related field; is desirable.

And

Experience: A minimum of ten (10) years of experience in progressively responsible professional water utility administration at the managerial level of which (5) years must be as an Assistant General Manager or the equivalent.

Licenses, Certificates; Special Requirements:

Must possess an appropriate valid Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle or feel. The employee is frequently required to talk, hear, taste or smell, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.