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SCANEL

LAKE DON PEDRO COMMUNITY SERVICES DISTRICT
Policy and Procedures Manual

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POLICY TITLE: Job Description-GENERAL MANAGER

POLICY NUMBER: 2300

2300.10

DESCRIPTION:

The General Manager is the Executive Officer of the District and for the Board of Directors. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Directors, and provides day-to-day leadership for the District.

2300.11

DEFINITION:

Under administrative direction of the Board of Directors, to be in charge of the administrative affairs, water treatment operations, and capital improvement activities of the District; to represent the Board's policies and programs with employees, community organizations, and the general public; to review budget requests and make recommendations to the Board on final expenditure levels; to be responsible for employer-employee relations; and to do related work as required.

2300.12

EXAMPLES OF DUTIES:

Serves as Chief Administrative Officer for the Lake Don Pedro Community Services District;
Provides advice and consultation on the development of District programs and policies;
Coordinates the preparation of the agenda for Board of Directors meetings;
Conducts a variety of special studies and surveys to determine the effectiveness of District programs and services;
Represents the Board's policies and programs with employees, community representatives, and other government agencies;
Reviews budget requests; oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels;
Maintains continuous awareness of administrative practices and recommends changes to increase the efficiency and economy of District operations;
Responsibility for District personnel matters, including employment procedures, grievances, and employer-employee relations;
Assists in Long Term Capital Improvement plans;
Oversees construction activities;
Serves as District representative with other government agencies, boards, and commissions;
General responsibility for day-to-day management of the District.

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POLICY TITLE: Job Description-GENERAL MANAGER

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2300.13 TYPICAL PHYSICAL REQUIREMENTS:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; use of office equipment including computers, telephones, calculators, copiers, and fax machine.

2300.14 TYPICAL WORKING CONDITIONS:

Work is generally performed in an office; some outdoor work during construction projects; continuous contact with staff and the public.

2300.15 EMPLOYMENT STANDARDS:

Knowledge of:

Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development;
Laws, rules, ordinances, and legislative processes controlling special district functions, programs, and operations;
Organization, operations, and problems of special districts;
Research and evaluation methodologies;
Budgeting principles and practices;
Personnel programs and procedures;
Water and Wastewater Treatment and Distribution systems;
Construction planning and administration;
Cost estimating;
Principles of supervision, training, and management;

Ability to:

Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet program goals;
Direct, oversee, and administer the District budgeting and fiscal control process;
Perform Capital Improvement planning and administer construction activities;
Collect and analyze data on a variety of topics;
Prepare concise and comprehensive reports;
Coordinate the preparation of Board agendas;
Evaluate and make recommendations on improvements to existing District operations, programs, and services;
Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, and policies;
Exercise leadership, authority, and supervision tactfully and effectively;
Communicate well during public presentations;
Effectively represent the District's policies, programs, and services with individual citizens, community groups, and other government agencies;
Establish and maintain cooperative working relationships.

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2300.16 SPECIAL REQUIREMENTS:

Possession of a valid and current California Driver's License as issued by the California Department of Motor Vehicles.

2300.17 TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying.

A typical way to obtain the knowledge and abilities would be:

Broad and extensive work experience in a management or administrative position, requiring the responsibility for the formulation and implementation of programs, budgets, and administrative operations.

At least two years of the experience should be in a management or supervisory capacity.

2300.18 DESIRABLE QUALIFICATIONS:

Possession of a bachelors or masters degree in public administration or a related field; the ability to efficiently prepare annual budgets and long-term revenue/ outlay plans; the ability to effectively communicate, both written and verbal, with the constituents and other agency personnel; and the ability to meet and serve the public courteously and efficiently.

California Codes
Government Code

61051. The general manager shall be responsible for all of the following:
- (a) The implementation of the policies established by the board of directors for the operation of the district.
 - (b) The appointment, supervision, discipline, and dismissal of the district's employees, consistent with the employee relations system established by the board of directors.
 - (c) The supervision of the district's facilities and services.
 - (d) The supervision of the district's finances.