



Marina Coast Water District

11 Reservation Road, Marina, CA 93933
(831) 384-6131 | Fax (831) 883-5995

GENERAL MANAGER

DEFINITION

Under general policy guidance from the Board of Directors, the GM: plans, organizes, directs, administers, reviews and evaluates the activities and operations of the Marina Coast Water District; acts as principal advisor to the Board of Directors; represents the District and the Board of Directors in relations with the community, media and other agencies; manages a variety of complex managerial and technical matters involving water distribution, wastewater collections, recycled water, water production and development of new water supplies; and understands and meets the needs of the District. The GM serves as Secretary to the Board of Directors; and performs related duties as assigned.

SUPERVISION EXERCISED AND RECEIVED

The GM is appointed by and reports to the Board of Directors. The GM gives general direction to the Director of Administrative Services, Operations and Maintenance Superintendent, Management Services Administrator and the Executive Assistant to the GM/Board. The GM provides indirect supervision to remaining District staff.

CLASS CHARACTERISTICS

This single-position executive management classification serves as the District's Chief Executive Officer. The GM is accountable for developing, implementing and executing short-and long-term plans, policies, budgets, and strategies to accomplish the District's mission, strategic plan and the Board of Directors' priorities. The GM operates within broad general policy guidelines and exercises substantial latitude and discretion while complying with applicable laws and regulations to achieve effective and efficient use of the District's resources in serving the District's ratepayers and other constituencies.

EXAMPLES OF DUTIES (Illustrative Only)

- Basic knowledge of engineering and construction principles applicable to the planning, design, and construction of District facilities;
- Plans, organizes, controls, integrates and evaluates the work of all district departments to ensure that operations and services comply with the policies and strategic direction set by the Board of Directors and with all applicable laws and regulations;
- Directs the development of operating and capital improvement budgets for consideration and possible adoption by the Board; directs annual rate setting procedures and participates in public and Board hearings on proposed rates;
- Directs and monitors the implementation of adopted budgets; directs development and implementation of the capital improvement program and all major engineering and construction projects financed by the District through grants, loans, and bond issuances;

- Advises and consults with the Board of Directors regarding long range planning for District projects, operations, services, revenues, expenditures and fees. Acts to obtain funding for special projects and seeks to maximize funding received from grant making organizations;
- Plans and evaluates executive staff performance. Establishes performance standards and personal development targets; regularly monitors performance and provides coaching for performance improvement; ensures that appropriate training and education opportunities are made available for the employees; takes disciplinary action in accordance with the District's personnel rules and policies;
- Provides leadership and works with the executive team to develop and retain highly competent, customer-service oriented staff through selection, compensation, training and day-to-day management practices which support the District's mission, objectives and values;
- Directs the preparation of the full agenda packet, oversees preparation of minutes and makes presentations for the meetings of the Board of Directors;
- Assesses the needs of customers, the community, the District service area, local industry and the region and ensures that objectives and priorities are focused on meeting those needs effectively and with high quality service; directs initiatives for service improvement/enhancement;
- Directs and oversees the analysis of proposed legislation and regulation; directs and participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with the District's interests and needs;
- Keeps abreast of regional, state and national water and water reclamation trends by participating in meetings and conferences;
- Oversees and supports the District's health and safety programs in accordance with, but not limited to OSHA guidelines and state rules and regulations

QUALIFICATIONS

The GM must have knowledge of:

- Principles and practices of public administration, including administrative analysis, fiscal planning and control, personnel management and organization, policy and program development;
- All pertinent regulatory agencies, grant regulations, and Federal, State and local laws relating to water, wastewater and recycled water operations;
- The California Administrative Code for special district administration applicable to water, wastewater and recycled water functions, programs, and operations;
- The parts of the California Water Code that apply to County Water Districts;
- Employer-employee labor relations and contract negotiations;
- Principles of supervision, training and management;
- Safety regulations and programs.

The GM must have the ability to:

- Analyze and make sound recommendations and decisions on complex management and administrative issues;
- Plan, organize and direct the operations of a complex water distribution, collections and recycled water system;
- Interpret and apply District policy and procedures;
- Resolve conflict at all levels and maintain collaborative working relationships;
- Represent the District effectively in negotiations;
- Prepare clear, concise and comprehensive correspondence, reports and other written materials;
- Establish and ensure compliance with appropriate procedures and controls;
- Deal tactfully and effectively with District personnel, Board of Directors, government officials, representatives of specific interest groups, and the general public;
- Use a personal computer, peripherals, telecommunications devices and related word processing and spreadsheet programs;
- Provide leadership in the development of new or improved District procedures and business rules;
- Apply effective problem solving techniques and react appropriately to spontaneous problems and render sound decisions under urgent conditions.

Education and Experience:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

Education

Graduation from an accredited college or university with a major in civil engineering, public or business administration, or a closely related field; Master's degree in public administration or related professional fields such as legal, fiscal or engineering, highly desirable.

Experience

At least ten years of progressively responsible executive or management experience in the operation and maintenance of a public utility. Experience in engineering, especially water-related matters desirable but not required.

License:

Possession of the category of California's driver's license required by the State of California, Department of Motor Vehicles, to perform the duties of the position. The following are conditions of continuing employment: Continued maintenance of a valid California driver's license of the required category; compliance with established District vehicle operation standards; and the ability to be insured for the operation of a personal vehicle and a District vehicle in accordance with the terms and conditions of the District's insurance program.

Physical Requirements:

The physical requirements described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis:

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and database software, a calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at the neck and waist, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 25 pounds.

The noise level in the work environment is quiet to moderate noise. The position may require the ability to work overtime and weekends as needed.

FLSA Status: Exempt

At-Will Contract Employee