

**GENERAL MANAGER
DRAFT**

DEFINITION

Under general policy guidance from the Board of Directors, 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 and recycled water; Serves as Secretary to the Board of Directors; and performs related duties as assigned.

SUPERVISION EXERCISED AND RECEIVED

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

CLASS CHARACTERISTICS

This single-position executive management classification serves as the District's Chief Executive Officer. The General Manager 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 Board of Directors' priorities. The incumbent operates within broad general policy guidelines and exercises substantial latitude and discretion while complying with applicable laws and regulations to achieve effective and efficient utilization of the District's resources in serving the District's constituencies and ratepayers.

EXAMPLES OF DUTIES (Illustrative Only)

- 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 approval and adoption by the Board; directs annual rate setting and participated in public and Board hearings on proposed rates;
- Directs and monitors 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 in the long range planning of District projects, operations, services, revenues, expenditures and fees. Acts to obtain funding for special projects and to maximize funds allocated to the District from all sources.
- Plans and evaluates executive staff performance. Establishes performance standards and personal development targets; regularly monitors performance and provides coaching for performance improvement; 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;
- Assess regional, industry, District service area, community and customer needs and ensure 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.
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- **QUALIFICATIONS**

Knowledge of:

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

Ability to:

- Analyze and make sound recommendations and decision 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.
- Utilize a personal computer, peripherals and related word processing and spreadsheet programs.
- Provide leadership in the development of new or improved procedures.
- 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; and

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. 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 vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment.

Physical Demands:

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 data base software, 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 required 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. Position may require the ability to work overtime and weekends as needed.

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