



Hi-Desert Water District Classification Specification

Job Title: General Manager

FLSA Status: Exempt

Date: September 2020

JOB SUMMARY

The General Manager is the District's Chief Executive Officer responsible for carrying out the Board of Director's policies, directing staff and operations, overseeing District expenditures as well as overseeing and coordinating all programs and activities of the District. The General Manager coordinates the efficient and effective use of facilities, finances, personnel and equipment to achieve short-term and long-term District goals and objectives. In addition, the General Manager interacts with a variety of private and public agencies and serves and/or leads on various regional issues and projects. The General Manager is under the direction of the Board of Directors, and acts as a secretary (pursuant to California Water Code Section 30543) to the Board of Directors.

ESSENTIAL FUNCTIONS:

1. The General Manager shall: (a) Have full charge and control of the maintenance, operation and construction of the water and wastewater system of the District; (b) Have full power and authority to employ and discharge all employees and assistants at pleasure; (c) Prescribe the duties of employees and assistants; (d) Fix and alter the compensation of employees and assistants subject to Board approval. The General Manager also develops and proposes plans, policies, and programs necessary for the operation of the District to the Board of Directors.
2. Provides positive and constructive leadership and management including planning, goal setting, and evaluating District effectiveness.
3. Directs and oversees construction, maintenance and operation of the District's water and wastewater systems. Reviews and analyzes potential water needs, available water supplies, and the state of technology related to water and wastewater systems.
4. Keeps the Board of Directors fully informed on all important factors influencing staff and line elements and on the progress toward meeting established goals for projects and programs. Provides the Board of Directors with a variety of administrative and operational reports and recommendations for consideration and action.
5. Represents the District in meetings and discussions with employees, customers, the public, governmental officials, regulatory bodies, contractors, consultants, civic groups, and other related individuals or organizations in order to promote the District's goals and objectives and resolve issues.
6. Administers provisions for effective and efficient operation and control of facilities, finances, personnel and equipment.

7. Oversees the preparation of the Board agendas and staff reports.
8. Acts as a leader and provides direction on the setting of standards for District projects to assure continuity and progress toward overall goals.
9. Acts as a Hearing Officer during confidential grievance hearings.
10. Approves personnel action requests and disciplinary actions.
11. Performs other related duties as assigned.

JOB SPECIFICATIONS

Knowledge

The position of General Manager requires knowledge of the following:

1. Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development. Organization and management of a Water District.
2. Applicable Federal, State, and local laws, rules, ordinances, and legislative processes controlling District functions, programs, and operations. The Brown Act and other laws and regulations governing the conduct of public meetings.
3. Organization, operations, and challenges of special districts.
4. Principles of supervision, business and organizational management, leadership, and training.
5. Principles and practices of planning and managing the District's financial, budgeting, and long-range planning.
6. District personnel rules, policies, and procedures.
7. Principles and procedures of sound business communications.

Skills and Abilities

The position of General Manager requires the skills and abilities to:

1. Plan, organize, and coordinate water, and wastewater related activities and operations.
2. Oversee the District's budgeting and fiscal control process.
3. Coordinate with all District's departments, including administration and operations.
4. Establish and maintain effective relations with customers, the general public, governmental, community organizations, contractor representatives, board members, and District staff. Represent the District at a variety of functions, and meetings.
5. Prepare clear and concise reports, including comprehensive reports and board agendas.
6. Communicate effectively by presenting proposals and recommendations clearly, logically, and persuasively during public meetings, and presentations.
7. Exercise tact, diplomacy, sound independent judgment, leadership, authority, and supervision in dealing with sensitive, complex, and confidential issues.
8. Work independently with little direction.
9. Select, assign, supervise and evaluate the work of staff; delegate authority and responsibility to ensure accountability.
10. Provide excellent customer service, and resolve public concerns, and complaints.
11. Develop, understand, interpret, explain, implement, and apply District policies and procedures.

Other Requirements

Possession of a valid Class C drivers' license issued by the California Department of Motor Vehicles with an acceptable driving record. Satisfactory pre-employment background check.

Physical Requirements

The position of General Manager requires the following physical activities:

1. Work in an office environment with some exposure to dust, dirt, and hazardous materials.
2. Stand, walk and sit for extended time periods and perform minor physical activities which involve bending, lifting and reaching.
3. Communicate with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone for communication.
4. Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, other elected and appointed governmental officials, media representatives, business and community leaders, employees, the public and others encountered in the course of work.
5. Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
6. Travel by airplane and automobile in conducting District business, as needed.

Preferred Qualifications

1. Bachelor's degree in business administration, public administration, engineering, finance, accounting, or a related field.
2. Ten (10) years of progressively responsible executive and management experience in a public agency.
3. Master's degree in public administration, or Business Administration and Water Distribution system experience.
4. Must be bondable.
5. Knowledge of pertinent Federal, State, and local laws, codes, and regulations.