ARTICLE 40 Organization of Staff

Sec. 40.1 General Manager. The General Manager shall be the chief administrative officer responsible directly to the Board. General Manager shall be a college graduate, and shall have had extensive administrative experience and training in the planning, coordination and financing of varied activities and responsible supervisory experience. General Manager shall have authority for the selection, appointment and direction of all staff personnel, with the exception of those directly appointed by the Board. (Sec. 30.7)

The General Manager shall give full time to the duties of his office; shall have charge of and supervise the administrative and executive activities of the District; shall be responsible to the Board for the operation of the District's functions and facilities; shall have the authority to execute, on behalf of the District, all contracts, agreements, memoranda of understanding and amendments thereto which have been approved by prior Board action; shall plan and carry out all construction work when authorized by the Board of Directors necessary or proper to carry out the purpose of the District; shall make such recommendations to the Board of Directors concerning the affairs of the District as may seem to him desirable; shall prepare and submit to the Board of Directors an annual budget estimate and such reports as may be required by that body; shall maintain and improve the District's public relations; and shall perform such other duties as may from time to time be required by the Board of Directors.

The General Manager shall place on the agenda of the first regular meeting held in July of each fiscal year an item entitled General Manager’s Annual Performance and Salary Review. The Board shall then conduct a review of the General Manager’s compensation with respect to specific performance and industry standards. Said review shall be conducted in a manner of Board’s choosing, with the resulting salary adjustments, if any, effective July 1 of each fiscal year.

The General Manager, or an appointed designee, is authorized to sign all documents except those specifically requiring Board approval.

Per Ordinance No. 2025-10 Adopted 10/20/2025 [Sec. 40.1]
Per Ordinance No. 2021-01 Adopted 02/16/2021 [Sec. 40.1]
Per Ordinance No. 2020-14 Adopted 11/16/2020 [Sec. 40.1]
Per Ordinance No. 2012-04 Adopted 05/21/2012 [Sec. 40.1]

ARTICLE 40 Organization of Staff (cont'd.)

Sec. 40.2 General Counsel. The General Counsel shall be appointed by the Board of Directors and shall be directly responsible to the Board. Counsel shall provide legal advice and service as requested by the Board and shall assist General Manager and department heads on legal problems which may arise in the administration of their respective duties.

Sec. 40.3 County Water Authority Representative. The County Water Authority representative shall be appointed by the Board and shall be directly responsible to the Board. Appointee shall provide representation for the District at all County Water Authority meetings, and as a member of the County Water Authority, shall use their influence to provide policy that will be helpful to the District. Representative shall assist the Valley Center Municipal Water District Board and the District staff on problems which may arise in respect to the activities of the County Water Authority.

Sec. 40.4 Auditor. The Auditor shall be appointed by the Board and shall be directly responsible to the Board. Auditor shall provide an annual audit report and accounting service as requested by the Board and shall assist the General Manager and department heads on accounting problems which may arise in the administration of their respective duties.

Sec. 40.5 Board Secretary. The Secretary shall be appointed by the Board and shall be directly responsible to the Board. This may be a part-time position and may be held by a Board or staff member.

The Board Secretary shall be responsible for responding to any requests for copies of District documents, general correspondence, etc. from the public. The cost of these copies is as set forth in Sec. 115.7 of this Code. Any unusual requests involving excessive work and time by District employees will warrant an additional charge commensurate with the efforts applied to meet the request. The Secretary shall see that these requests are met in an expedient fashion, and that all charges involved are accurate and collected by the District.

The Board Secretary shall have the following specific duties:

Assist the Board of Directors in keeping a record of all ordinances, resolutions, and orders passed or adopted by said Board of Directors, and of the minutes of the meetings of said Board and shall see that such records are duly authenticated by the President or Vice President or President pro tempore, of the Board. Under the direction of the Board subject to such restrictions as may be imposed, the Secretary shall keep and maintain the files of the Board of Directors and may perform any act authorized or required on or behalf of the Board.

Per Ordinance No. 2012-04 Adopted 5/21/12 [Sec. 40.2, 3 & 4]

ARTICLE 40 Organization of Staff (cont'd.)

Sec. 40.6 Treasurer. The Treasurer shall be appointed by the Board and shall be directly responsible to the Board. The Treasurer may be a Board member or the Director of Finance.

The Treasurer shall be custodian of all monies belonging to the District. Such monies shall be paid out upon presentation of checks or demands legally drawn and without such check or demand Treasurer shall pay out no money, except the principal and interest of bonds payable by the District when due. Treasurer shall make payments by checks drawn against the funds deposited in the commercial account of the District. Such checks when approved by the Finance Department as to authorization of expenditure and availability of appropriated funds, shall be signed by any two of the following: The Treasurer, the General Manager or a Board member so designated.

The Treasurer shall, as far as practical, deposit the money under his/her supervision and control in such institutions and upon such terms as the laws of the State of California may permit, and evidence of such deposits shall be counted and considered as cash in the Treasury of the District.

The Treasurer shall be the custodian of any unsold bonds by the District. In the event of the sale of any bonds issued by the District, as provided by law, Treasurer shall deliver the same and receive from the purchaser the amount of money due from such sale and shall deposit the same and report such action to the Board of Directors.

The Treasurer shall issue appropriate receipts for all money coming into his/her possession, properly account therefor, and at regular intervals report to the Board thereon. Treasurer's accounts and reports shall indicate the depositaries in which money is placed, and the amounts of money with each depositary.

In accordance with Government Code Section 53607, the Board delegates to the Treasurer the authority to invest or reinvest funds of the District in accordance with law and this Code and further requires monthly reporting to the Board in accordance with Sections 53607 and 53646 of the Government Code.

The duties of the Treasurer shall be performed, subject to his/her direction and control, by the Director of Finance.

Per Ordinance No. 2012-04 Adopted 5/21/12 [Sec. 40.6]

ARTICLE 40 Organization of Staff (cont'd.)

Sec. 40.7 District Engineer/Deputy General Manager. The District Engineer shall, subject to Board approval, be appointed by and be directly responsible to the General Manager. This position requires experience and training in civil engineering design and construction, with special emphasis on hydraulic, water supply and sewage projects. Registration in the State of California as an Engineer will be required.

This person shall be in direct charge of all personnel in the Engineering Department of the District and responsible for the efficient administration of this department.

In the absence of the General Manager, the District Engineer shall act as General Manager.

Sec. 40.8 Director of Finance. The Director of Finance shall, subject to Board approval, be appointed by and directly responsible to the General Manager. This position requires education and actual experience in accounting and auditing procedures with several years in responsible charge of accounting and auditing activities.

This person shall be in direct charge of all personnel in the Finance Department of the District and be responsible for the efficient administration of this department.

The Director of Finance shall act as District Treasurer, subject to annual appointment by the Board of Directors.

Sec. 40.9 Director of Operations/Facilities. The Director of Operations/Facilities shall, subject to Board approval, be appointed by and be directly responsible to the General Manager. This position requires experience and training in water technology including operational principles, general maintenance requirements of pumps, motors, piping systems and appurtenances, water and wastewater treatment, storage, distribution, water quality control, industrial safety and all applicable federal, state and local laws pertaining thereto.

This person shall be in direct charge of all personnel in the Operations/Facilities Department of the District and responsible for the efficient administration of this department.

Per Ordinance No. 2012-04 Adopted 5/21/12 [Sec. 40.7, 8 & 9]

ARTICLE 40 Organization of Staff (cont'd.)

Sec. 40.10 Director of Information Technology. The Director of IT shall, subject to Board approval, be appointed by and be directly responsible to the General Manager. This position requires education and long term experience in computer science and information systems, including network engineering and administration, database administration, software development, and information systems security.

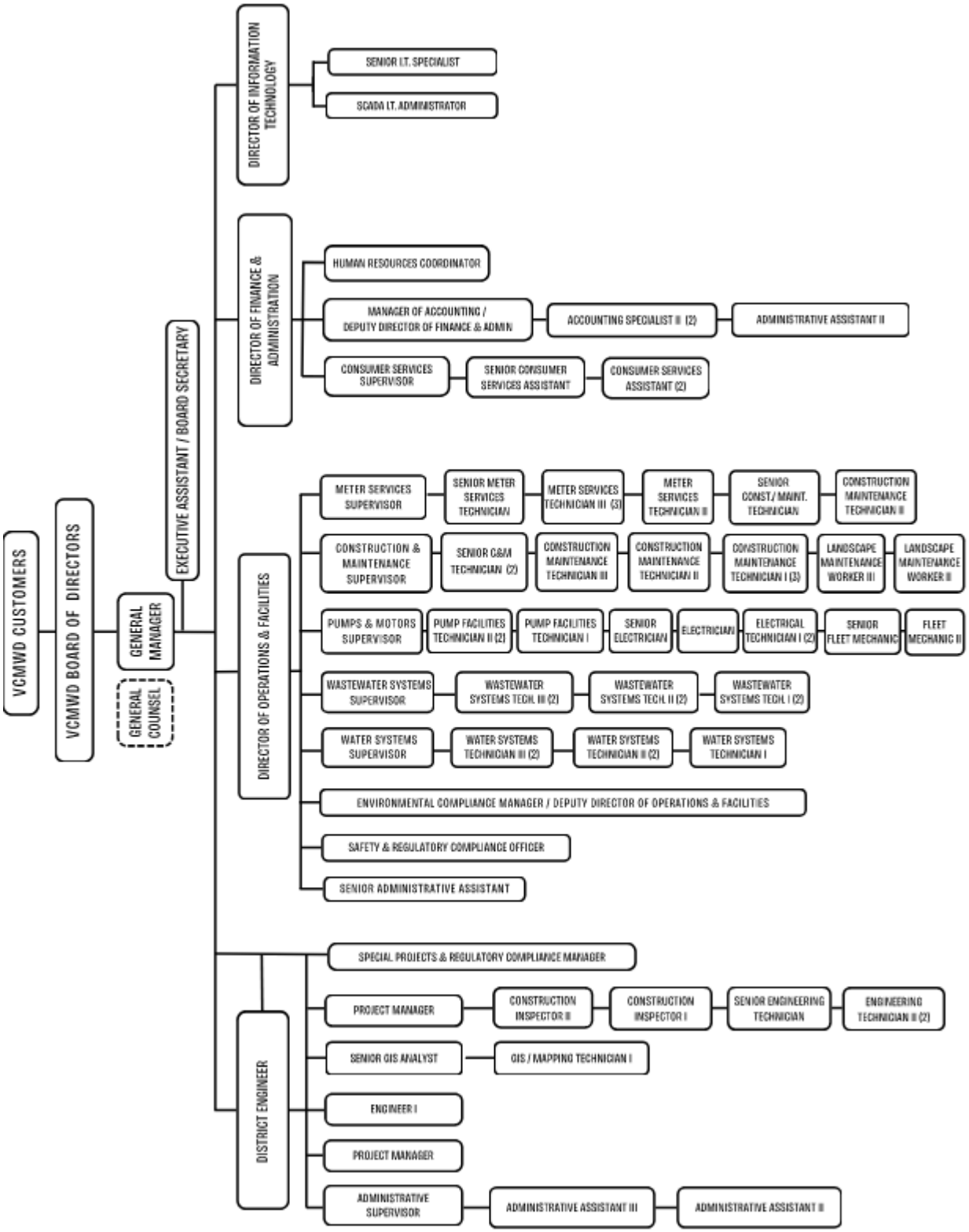
This person shall be responsible for overall planning, organizing, and execution of all Information Technology functions. This includes directing all IT operations as well as the support and maintenance of existing infrastructure, applications, and development of new technical solutions.

Sec. 40.11 Organizational Chart. As shown below and on the following Organizational Chart, the authorized staff level by department is:

Department	Authorized Staff Level
Administration	2.50
Information Technology	3.00
Finance	10.00
Engineering	14.50
Operations	44.00
Total Authorized Positions	**74.00**

With the approval of the General Manager and subject to availability of budget appropriations, promotions, demotions or reclassification of employees may occur within the total staff level authorized above to meet the goals and needs of the District.

Per Ordinance No. 2026-08 Adopted 07/6/2026 [Sec. 40.11]
Per Ordinance No. 2025-08 Adopted 08/4/2025 [Sec. 40.11]
Per Ordinance No. 2024-11 Adopted 08/19/2024 [Sec. 40.11]
Per Ordinance No. 2023-07 Adopted 6/19/23 [Sec. 40.11]
Per Ordinance No. 2022-10 Adopted 7/5/22 [Sec. 40.11]
Per Ordinance No. 2021-09 Adopted 7/6/21 [Sec. 40.11]
Per Ordinance No. 2019-05 Adopted 7/1/19 [Sec. 40.11]
Per Ordinance No. 2014-06 Adopted 9/2/14 [Sec. 40.10]


VCMWD CUSTOMERS
VCMWD BOARD OF DIRECTORS
GENERAL MANAGER
GENERAL COUNSEL
EXECUTIVE ASSISTANT / BOARD SECRETARY
DIRECTOR OF INFORMATION TECHNOLOGY
SENIOR I.T. SPECIALIST
SCADA I.T. ADMINISTRATOR
DIRECTOR OF FINANCE & ADMINISTRATION
HUMAN RESOURCES COORDINATOR
MANAGER OF ACCOUNTING / DEPUTY DIRECTOR OF FINANCE & ADMIN
ACCOUNTING SPECIALIST II (2)
ADMINISTRATIVE ASSISTANT II
CONSUMER SERVICES SUPERVISOR
SENIOR CONSUMER SERVICES ASSISTANT
CONSUMER SERVICES ASSISTANT (2)
DIRECTOR OF OPERATIONS & FACILITIES
METER SERVICES SUPERVISOR
SENIOR METER SERVICES TECHNICIAN
METER SERVICES TECHNICIAN III (3)
METER SERVICES TECHNICIAN II
SENIOR CONST./ MAINT. TECHNICIAN
CONSTRUCTION MAINTENANCE TECHNICIAN II
CONSTRUCTION & MAINTENANCE SUPERVISOR
SENIOR C&M TECHNICIAN (2)
CONSTRUCTION MAINTENANCE TECHNICIAN III
CONSTRUCTION MAINTENANCE TECHNICIAN II
CONSTRUCTION MAINTENANCE TECHNICIAN I (3)
LANDSCAPE MAINTENANCE WORKER III
LANDSCAPE MAINTENANCE WORKER II
PUMPS & MOTORS SUPERVISOR
PUMP FACILITIES TECHNICIAN II (2)
PUMP FACILITIES TECHNICIAN I
SENIOR ELECTRICIAN
ELECTRICIAN
ELECTRICAL TECHNICIAN I (2)
SENIOR FLEET MECHANIC
FLEET MECHANIC II
WASTEWATER SYSTEMS SUPERVISOR
WASTEWATER SYSTEMS TECH. III (2)
WASTEWATER SYSTEMS TECH. II (2)
WASTEWATER SYSTEMS TECH. I (2)
WATER SYSTEMS SUPERVISOR
WATER SYSTEMS TECHNICIAN III (2)
WATER SYSTEMS TECHNICIAN II (2)
WATER SYSTEMS TECHNICIAN I
ENVIRONMENTAL COMPLIANCE MANAGER / DEPUTY DIRECTOR OF OPERATIONS & FACILITIES
SAFETY & REGULATORY COMPLIANCE OFFICER
SENIOR ADMINISTRATIVE ASSISTANT
DISTRICT ENGINEER
SPECIAL PROJECTS & REGULATORY COMPLIANCE MANAGER
PROJECT MANAGER
CONSTRUCTION INSPECTOR III
CONSTRUCTION INSPECTOR I
SENIOR ENGINEERING TECHNICIAN
ENGINEERING TECHNICIAN II (2)
SENIOR GIS ANALYST
GIS / MAPPING TECHNICIAN I
ENGINEER I
PROJECT MANAGER
ADMINISTRATIVE SUPERVISOR
ADMINISTRATIVE ASSISTANT III
ADMINISTRATIVE ASSISTANT II