

VALLEY CENTER MUNICIPAL WATER DISTRICT
GENERAL MANAGER

DEFINITION

Under policy direction of the Board of Directors, provides day-to-day leadership and works with the District's executive team to ensure a high performance, customer service-oriented work environment consistent with sound management principles and District mission and values; performs high level policy, technical and professional work in directing and supervising the administration of District business; plans, organizes, coordinates and administers all District functions and activities; performs related work as assigned.

CLASS CHARACTERISTICS

This is an exempt, management-level class with overall responsibility for policy development, water resources planning and distribution, wastewater collection, treatment, disposal and reclamation; fiscal management, administration and operation of all District functions, programs and activities. The General Manager operates within broad policy guidelines and exercises substantial latitude and discretion to achieve effective and efficient utilization of the District's resources in serving the District's constituencies and rate payers; 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 is responsible for accomplishing District goals and objectives and for implementing the policies of the Board on an ongoing basis. The General Manager is hired by the Board of Directors and works at the pleasure of the Board under an employment contract.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

Plans, organizes, coordinates and directs the staff, work, activities and business of the District; develops and directs the implementation of goals, objectives, policies, procedures and work standards for the District; develops and implements long and short-range plans to ensure accomplishment of District objectives.

Communicates with the Board of Directors, regional organizations and appropriate federal and state agencies regarding District programs; advises the Board on issues and programs; prepares and recommends specific long-range plans and action proposals to the Board.

Provides professional policy advice to the Board and operational advice and direction to department heads. Ensures that the District is compliant with all contractual and legal requirements regarding water supply and wastewater treatment and reclamation. Directs the preparation of a variety of studies, reports, and related information for decision making purposes.

Makes final interpretations of District regulations and ordinances, codes and applicable laws; coordinates the preparation and presentation of various agendas, reports and written materials; directs the development and implementation of management systems, procedures and standards on a District-wide basis.

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; directs and monitors the development, implementation and evaluation of plans, policies, systems, financial strategies and procedures to achieve short- and long-term District-wide goals, objectives and work standards.

Represents the Board and District in contacts with various governmental agencies, community groups and businesses, and other professional organizations; makes presentations to state and federal legislators, boards, commissions, civic groups and the general public; communicates official plans, policies and procedures to staff and the general public. 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 interest and needs; serves as the District's chief representative in dealings with the San Diego County Water Authority and/or other water distributors.

Directs the preparation of a variety of studies, reports and related information for decision-making purposes.

Plans and evaluates executive staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action to address performance deficiencies, 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 practice which support the District's mission, strategic plan, objectives and values.

Directs the preparation or examination of public and private engineering plans, specifications, designs, cost estimates and legal descriptions for a variety of construction and maintenance projects.

Performs other duties as needed.

QUALIFICATIONS GUIDELINES

Knowledge of: Administrative principles and practices, including goal setting, program and budget development and implementation; principles and practices of employee supervision; water resources management principles and practices; wastewater collection, treatment, disposal and reclamation principles, methods and facilities management; current social, political, and economic trends and operating problems relevant to the District; applicable laws and regulations affecting District administration; funding sources impacting service and program development; research methods and analysis techniques; principles and practices of effective management, budgeting, purchasing, and maintenance of public records; organization and functions of an elected board of directors; financial and public policy issues; principles and practices of construction and service contract negotiation and administration. General office safety and defensive driving techniques; understanding of Valley Center Municipal Water District Safety Rules and Regulations, Administrative Codes, and accident and injury reporting policies.

Ability to: Plan, organize, administer and coordinate a variety of services and programs; facilitate team management meetings; select, motivate and evaluate staff and provide for their professional development; develop and implement goals, objectives, policies, procedures, work standards and internal controls; analyze complex administrative problems, evaluate alternatives and adopt effective courses of action; prepare clear and concise reports and presentations; correspondence and other written materials; develop and maintain continuous improvement in all areas of operations; track and monitor department performance, and make sound decisions based on departmental performance indicators; establish and maintain effective working relationships with the Board of Directors, District staff, members of local, state and federal organizations and representatives of the community; exercise sound, independent judgment with general policy guidelines.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS

Education: A Bachelor's degree from an accredited college or university with major course work in Civil Engineering, Public Administration, Business Administration, or a related field. An advanced degree in a related field would be considered an advantage and is highly desirable.

Experience: A minimum of ten years of experience, including five years of progressively responsible experience in the management of and policy development for an agency involved in water production, distribution, and wastewater collection, treatment and disposal and/or reclamation. Experience in working with an elected Board or Commission is highly desirable.

License and Certifications: California Class C Driver's License

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hand to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands: While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive and constantly changing deadlines and interact with tact, diplomacy and political acumen with Board members, District executives and managers, other elected and appointed governmental officials, consultants, developers, employees, media representative and the public, some of whom may be demanding, dissatisfied, upset and/or abusive.

Work Environment: While performing the duties of this job, the incumbent typically works in an office setting. The incumbent is occasionally exposed to moving mechanical parts and outside weather conditions. The incumbent is occasionally exposed to fumes or airborne particles, wet/humid conditions and toxic or caustic chemicals. The noise level ranges from moderate to very loud.

POSITION DESCRIPTION APPROVED:


General Manager


Date