



**Job Title:** General Manager  
**FLSA Status:** Exempt

### **JOB SUMMARY**

Under administrative direction from the Board of Directors, the General Manager plans, organizes, and provides administrative direction and oversight for all District functions and activities. The General Manager provides policy guidance and program evaluation to the Board and management staff; ensures that all regulatory and contractual requirements are met; facilitates provision of services to District residents and businesses; fosters cooperative working relationships with other governmental and regulatory agencies and various public and private groups; and performs related work as required.

### **SUPERVISION RECEIVED/ EXERCISED**

Receives policy direction from the Board of Directors. Exercises direct supervision over Administration and Operations managers and employees.

### **ESSENTIAL FUNCTIONS** *may include, but are not limited to, the following:*

- Plans, organizes, administers, coordinates, and evaluates, either directly or through subordinate management and supervisory staff, the work of the District in accordance with applicable laws, codes, and regulations, and adopted policies and objectives of the District Board of Directors.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the District Board of Directors and the District; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- Oversees the preparation of capital and operational budgets for the District; authorizes, directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the District's financial condition and needs to the Board of Directors.
- Reviews and approves all engineering plans, specifications, and contracts.
- Advises the District Board of Directors on issues, programs, and financial status; prepares and recommends long- and short-range plans for District service provision, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future District needs.
- Oversees the administration, construction, use, and maintenance of all District facilities and equipment.
- Represents the District and the Board of Directors in meetings with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations; acts as the District liaison with the media.
- Provides for the investigation and resolution of complaints regarding the administration of and service provision by the District.
- Oversees the selection, training, professional development, and work evaluation of District staff; oversees the implementation of effective employee relations and related programs; and provides policy guidance and interpretation to staff.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Oversees the maintenance of working and official District files.
- Ensures that the Board of Directors is kept informed of District functions, activities, and financial status and of legal, social, and economic issues affecting District activities.
- Monitors changes in laws, regulations, and technology that may affect District operations; implements policy and procedural changes as required.



- Assures compliance with all water quality and sewer and water system laws and regulations; and assures the District's legal compliance in all matters.
- Prepares grant applications and maintains responsibility for proper administration of grants received.
- Performs other duties as assigned

#### **Supervisory Responsibilities**

- Responsible for overall direction, coordination, and evaluation of ECSD staff and operations
- Receives policy direction from the Board of Directors and carries out responsibilities in accordance with the District's policies and applicable laws.

### **QUALIFICATIONS**

#### **Education and Experience**

Bachelor's degree in Business Administration, Civil Engineering or related field, with 3 years experience in management or administration, preferably in water and utility systems; or equivalent combination of education and experience in relevant fields.

#### **License/Certificate:**

- Water Distribution Grade II, Water Treatment Grade I and Wastewater Grade I or better certification; or ability to obtain within two years of hire date.
- Requires possession of valid Class C Drivers License with a driving record meeting the minimum standards required by the ECSD insurance carrier.

#### **Knowledge and Skills**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, budget development and administration, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices, and procedures of public administration, including administrative analysis, fiscal planning and control, policy and program development, and funding sources of a public District
- Principles, practices, methods, technical requirements of water systems, wastewater systems and related facilities, and utility cost-of-service and ratemaking.
- Laws, rules, ordinances, and legislative processes controlling Special District Board meetings, functions, programs, and operations.
- Principles and practices of planning, analyzing, and developing sound business recommendations.
- Federal & State regulations governing water quality, treatment, and distribution.
- In-depth knowledge of engineering and construction principles applicable to the planning, design, and construction of sewer and water systems.
- Organization, operations, and problems of special districts.
- Research and evaluation methods.
- Cost estimating and contract administration.
- Public personnel administration, and employer-employee relations.
- Principles and practices of personnel administration/management, supervision, and training including



public sector employment law.

- Safety regulations and programs.
- Principles and practices of risk management.
- Desktop computer operation and standard applications software.
- Public, media, and staff relations.
- Emergency response and administration.
- Mathematical concepts such as probability and statistical inference, fractions, percentages, ratios and proportions to practical situations

**Ability to:**

- Plan, administer, coordinate, direct and evaluation the functions, activities and staff of the District.
- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the District.
- Work cooperatively with, provide staff support to, and implement the policies of the District Board of Directors.
- Develop and implement goals, objectives, policies, procedures, budgets, work standards, and internal controls.
- Oversee all District financial activities, including administering investments, the development and implementation of the District budget and the control of all expenditures and purchases.
- Oversee all District engineering activities and capital improvement projects.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Effectively represent the District in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations, and the media.
- Direct the preparation of and preparing clear and concise reports, correspondence, policies, procedures, and other written materials.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is regularly required to talk or hear.
- Frequently required to stand, walk, sit, use hands to finger handle or feel, and reach with hands and arms.
- Occasionally required to climb or balance, stoop, kneel, crouch or crawl, taste and smell
- Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

