

JURUPA COMMUNITY SERVICES DISTRICT GENERAL MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under policy direction of the Board of Directors, plans, organizes, coordinates and administers all District functions and activities; hires key management personnel; performs related work as assigned.

CLASS CHARACTERISTICS

The General Manager has 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 incumbent is responsible for accomplishing District goals and objectives and for implementing the policies of the Board on an ongoing basis.

ESSENTIAL FUNCTIONS

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 the position if the work is similar, related or a logical assignment to the class.

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

Plans, organizes, coordinates and directs, through staff, all work 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 attainment of District objectives. (a c d e f g h i j l m o)

Works closely with the Board of Directors, 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. (a c d e f g h i j l m o)

Makes final interpretations of District regulations and ordinances, codes and applicable laws. (d e g h i k l o)

Directs the preparation and administration of the annual budget for the District. (a d e g h i j l m n o)

Represents the Board and the District in contacts with various governmental agencies, community groups and business, professional and other organizations. (f g h l o)

Coordinates the preparation and presentation of various agendas, reports and written materials. (a e f g h l o)

Directs the development and implementation of management systems, procedures and standards on a District-wide basis; ensures that the District is in compliance with all contractual and legal requirements regarding water supply and wastewater treatment and reclamation. (a c d e f g h i j l m o)

Directs the selection, supervision and work evaluation of District staff; monitors and implements employee relations and staff development procedures; executes disciplinary action. (a b c d e f g h i l o)

Plans, organizes and directs, through subordinate supervisors, the work of District staff and coordinates the work with outside agencies, contractors and consultants. (a b c d e f g h i l o)

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. (a c d e g h i j k l o)

REQUISITE ABILITIES

- a. Plan, organize, administer and coordinate a variety of services and programs.
- b. Select, motivate and evaluate staff and provide for their training and professional development.
- c. Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- d. Analyze unusual situations and resolve them through application of management principles and practices.
- e. Prepare clear and concise reports, correspondence and other written materials.
- f. 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.
- g. Exercise sound, independent judgment within general policy guidelines.
- h. Communicate clearly and concisely, both orally and in writing.
- i. Make decisions regarding operational and personnel functions.
- j. Operate programs within allocated amounts.
- k. Respond to emergency and problem situations in an effective manner.
- l. Understand, explain and apply policies and procedures.
- m. Develop comprehensive plans to meet future District needs/services.
- n. Plan and enforce a balanced budget.
- o. Meet the physical requirements established by the District.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include equivalent to graduation from a four year college or university with major coursework in business administration, civil engineering or a related field and substantial management experience in water production, distribution and wastewater collection, treatment and disposal and/or reclamation. An appropriate advanced degree and experience in working with an elected board or commission are desirable.

Knowledge and Skill Levels

Extensive knowledge of administrative principles and practices, including goal setting, program and budget development and implementation and employee supervision; water resources management principles and practices; wastewater collection, treatment, disposal and reclamation principles, methods and facilities management; applicable laws and regulations affecting District administration; funding sources impacting service and program development; principles and practices of service contract negotiation and administration.

Physical Requirements

Employees must meet the following requirements which are necessary to successfully perform the essential functions of this class: Travel by airplane, train, or automobile to conduct District business; communicate orally and by telephone with Board members, management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals, copiers, and FAX machines; sit for extended periods of time; hearing and vision within normal ranges.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

FLSA / EXEMPT

Salary Determined By The Board Of Directors

1300 Admin/job descriptions