



# Clearlake Oaks County Water District

## Job Description

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<b>GENERAL MANAGER</b>
<b>Administration</b>
<b>Status: Exempt</b>
<b>Salary Range: \$98,000-\$180,000 DOQ</b>

**Conditions of Employment:** Under the direction of the Board of Directors, the General Manager serves as agent of the Board of Directors in planning, directing, managing, and overseeing the services, activities, and operations of the District including Administration, Finance, Operations, Human Resources, Customer Service and Community Relations; serves as Financial Officer of the District ensuring that services and operations are delivered in an efficient and effective manner; implements policy decisions made by the Board of Directors; facilitates the development and implementation of the District goals and objectives; and provides thorough administrative support to the Board of Directors.

This position is "at will" and is classified as an Exempt/Salaried management employee who reports directly to, and receives general supervision from the District Board of Directors. The General Manager shall be responsible for the supervision and administration of the Water and Wastewater system operation, and maintenance activities according to the standards set by the California State Water Code and the District Board of Directors.

**Minimum Requirements:**

**Education:** Equivalent to graduation from an accredited two (2) year college, with experience in Business Administration and Finance. Qualifying experience may be substituted for education.

Certification in advanced Water and Waste Water Technology.

Certification in advanced Water Distribution Technology.

**Experience:** Six years of increasingly responsible experience in the area of Business Administration and Public Administration. The last two years of which must be in a management capacity.

**Example of Duties:** Serve as General Manager of the Clearlake Oaks County Water District; assume full management responsibilities for the District operations, services, and activities; plan, direct, manage, and oversee the activities and operations of the District including Administration, Finance, Operations, Human Resources, Customer Service and Community Relations.

Facilitate the development, implementation, and administration of District goals and objectives; interpret and implement policies and goals set by the Board of Directors; provide for adequate guidelines for management to implement new or revised policies or procedures.

Direct and participate, with field supervisor's cooperation, in the development and administration of the District's budget; prepare long-term plans of capital improvements and repair and replacement of District facilities, including financial plans; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

Apply for and administer grant/loan funding from all levels of government. Will serve as Project Manager overseeing engineering, construction, and administration during planning, design, and construction phases of all District projects. Perform site visits and require timely updates for current status.

Will serve as lead contact for District in all emergency situations, i.e., flood, fire, etc.

Will be on call for the District 24/7, providing management decisions in times of emergencies that will later be presented to the Board for ratification.

Establish organizational standards and objectives; establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly and periodically review and recommend changes to District policies for improving efficiencies, reducing costs and improving customer service.

Assure that the Board of Directors are informed of activities of the District and the extent to which objectives are being met; discuss possible agenda items with the Board and management staff; determine items to be presented; review agenda and items to be presented prior to meeting; and timely present legislative and legal updates or requirements to the Board of Directors.

Provide staff assistance to the Board of Directors; prepare, submit, and present staff reports and other necessary correspondence and recommendations to the Board of Directors on issues for its consideration and action; oversee the preparation and administration of Board agendas; keep Board of Directors advised of financial conditions, program progress, and present and future need of the District; prepare recommendations and advise the Board of Directors on matters requiring legislative action; carry out direction of the Board by assigning tasks and evaluating results.

Coordinate with efforts of the District's legal counsel in the presentation and resolution of matters requiring legal attention and inform Board of litigation and/or potential liability.

Encourage cooperation efforts of all field supervisors and support staff; develop subordinates through delegation of authority, monitoring performance and providing feedback and counseling to key personnel. Evaluate personnel needs of the District and skill levels required in key management positions; make or approve personnel selections at all levels; and provide for the annual written performance evaluations of field supervisors and other employees, as required.

Will negotiate a variety of contracts and agreements on the District's behalf in accordance with Board policy, direction or delegation

Select, or review the selection of consultants; approve capital expenditures within established authorization limits.

Represent the District in meetings and discussions with employees, customers, the public, government officials, regulators, attorneys, and contractors in order to promote the District's goals and objectives and resolve issues. This shall include participation in County wide risk management, assessments, activities and potential mutual aid and support.

Communicate and interface with general managers in other districts; negotiate agreements with other districts at local, regional, and state level.

Provide for an effective community image through presentation to community groups and membership in local and civic organizations; maintain contacts with the media and community leaders.

Provide patient, positive, and constructive leadership and management, and maintain the highest ethical standards. People skills for interaction with Board of Directors, employees, customers, and the public to always reflect a positive, cooperative, and supportive manner.

Perform other special projects as required.

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Employee Signature:                      Date

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Board President                              Date