



San Juan Water District

9935 Auburn-Folsom Road
Granite Bay, California 95746
(916) 791-0115
www.sjwd.org

General Manager Position Description

Status: FLSA Exempt
Supervisor: Serves at the will and pleasure of the Board of Directors
Effective Date: July 1, 2007

Supervision Received and Exercised

Receives policy direction from the Board of Directors and exercises direct supervision over management, professional and administrative support personnel.

Primary Function

To plan, organize, direct and review the overall administrative activities and operations of the District; to advise and assist the Board of Directors; and to represent the District's interests at a local, State and Federal level.

Essential Duties - *Duties may include, but are not limited to, the following:*

- Direct the development and implementation of District goals and objectives as well as policies and procedures necessary to provide District services; approve new or modified programs, systems, administrative/personnel policies and procedures.
- Coordinate District activities, between divisions and with outside agencies and organizations; make appropriate decisions or recommendations for Board consideration and adoption; provide staff assistance to the Board of Directors.
- Direct and oversee the development and implementation of District-wide work plans; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Direct the development, presentation and administration of the District budget.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the District.
- Direct the planning and execution of a comprehensive and integrated program of activities relating to the production, storage, treatment, transmission and distribution of the District's water supply.
- Confer with division heads concerning administrative and operational problems.
- Review District contracts and other legal and financial documents; monitor all contractual agreements.
- Prepare and submit to the Board annual reports of financial and administrative activities; keep the Board advised of financial conditions, program progress, and present and future needs of the District.
- Oversee the enforcement of all rules and regulations pertaining to water districts; protect District resources.

- Direct the preparation of plans and specifications for work which the Board orders.
- Interpret, analyze and explain policies, procedures and programs.
- Set the example for subordinate managers in dealing with day-to-day problems, decision making and communication.
- Confer with residents, rate payers, businesses, and other individuals, groups and outside agencies having an interest or potential interest in the affairs of the District; respond to the most difficult complaints and requests for information.
- Maintain the District's open-door policy.
- Ensure the District's human resource administration function is properly executed in a fair and equitable manner.
- Represent the District to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research, prepare and present technical and administrative reports and studies to the Board and a variety of committees; prepare written correspondence.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of:

- Principles, practices and techniques of public administration.
- Methods used in the construction, operation, and maintenance of water facilities and systems.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of California water law.
- Effective community relations practices.
- Principles and practices of safety management.

Ability to:

- Plan, direct and control the administration and operations of the District.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve District related issues; and explain and interpret policy.
- On a continuous basis, sit at a desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means.
- Prepare and administer the District budget.
- Develop and implement District policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of District goals.
- Interpret and apply District, State and Federal policies, procedures, rules and regulations.

- Exercise leadership, authority, and management tactfully and effectively.
- Act as a strong team orientated leader who uses employee training and development, clear direction, encouragement and systems of accountability effectively.
- Work effectively under time deadlines and within limited financial and staffing resources.
- Address difficult issues by building consensus and developing appropriate resolutions.
- Effectively coordinate the activities of a full service water district.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner and make sound policy and procedural recommendations.
- Ensure the District is represented in its relationships with local, state, and national organizations.
- Proficiently use computers and applicable software.
- Initiate, maintain and follow safety practices.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of education, experience and training that has led to the acquisition of the knowledge, skills, and abilities as indicated above is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Equivalent to a Bachelor’s Degree from an accredited college or university with major course work in public or business administration, engineering, or a closely related field.

Experience:

Eight years of progressively responsible experience in an administrative or managerial capacity in a municipal or special district organization involving responsibility for planning, organizing, implementing, and supervising varied work programs.

License or Certificate:

Possession of, or the ability to obtain and maintain, a California Driver’s License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Physical Capabilities:

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

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking		✓		
Climbing/Stooping/Kneeling		✓		
Lifting/Pulling/Pushing		✓		
Approximate Maximum Weight to Lift		20 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	80 Percent Indoors, 20 Percent Outdoors			