

MARINA COAST WATER DISTRICT

Cat. 1-01
Est. 10-90
Rev. 02-97
Contract

Reports to:	Board of Directors
Supervises:	District Engineer
Directly	Administrative Services Officer Fort Ord Project Manager Operations and Maintenance Superintendent Technical Services Supervisor Executive Assistant/Board Clerk Conservationist/Special Projects Administrator
Indirectly	Remaining District Staff
Bargaining Unit:	None

GENERAL MANAGER

BASIC FUNCTION

Under policy direction of the Board of Directors, is Chief Executive of the District; working through subordinate managers, is responsible for all District activities, including design, construction, finance, operations and maintenance. Acts as principal advisor to the Board of Directors. Responsible for organizing and directing operations of the District. Represents the District and the Board of Directors in its relations with the community, media and other agencies. Manages a wide variety of complex managerial and technical water and wastewater management, planning, research and conservation functions, programs and projects. Serves as Secretary to the Board of Directors. Performs related duties as required.

CHARACTERISTICS

Provides broad policy direction to and evaluates the effectiveness of the services of the District. Acts as Chief Administrative Officer for the Board of Directors. This is a single person position at an executive management level. Incumbent is responsible for long and short range planning under the policy direction of the Board of Directors and applicable legislative authority. The General Manager acts with a high degree of discretion and autonomy in making program, fiscal, operational, personnel, water and wastewater management and planning decisions under routine and emergency conditions. Supervises the entire District staff and has the full power and authority to employ and discharge all employees and assistants at pleasure, subject to legal limitations. Has full charge and control of the maintenance, operation and construction of the water works or waste water works systems of the District. Prescribes the duties of employees and assistants. Performs other duties imposed by the Board and shall report to the Board in accordance with the rules and regulations as it adopts. Serves at the pleasure of the Board of Directors.

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TYPICAL DUTIES (May include, but not limited to the following)

Provides full management service to the District Board of Directors in implementing programs and administering its business. Serves as Secretary to the Board of Directors. Attends all meetings of the Board of Directors and District Committees unless excused there from by the Board. Interprets and ensures compliance of District services with all legal requirements.

Represents the District before other agencies and organizations. Deals with interacting jurisdictions and specialized professional consultants, including engineering, financial, planning and legal. Confers and advises with citizen groups, advisory bodies and others concerned with District programs and activities. Represents the District and speaks before public bodies, groups, organizations, the media, and the public in general on matters pertaining to District programs and activities. Represents the District at Federal, State, Regional and local levels. Attends meetings and conferences as needed to ensure maintenance of knowledge and abilities relevant to changing laws and technical and administrative practices.

Monitors, reviews, recommends and consummates agreements. Receives input from managers and staff and takes appropriate action.

Supervises, directs, organizes, evaluates and disciplines entire staff and has the full power and authority to employ and discharge all employees and assistants at pleasure, subject to legal limitations. Prescribes the duties of employees and assistants. Fixes and alters the compensation of employees subject to the approval by the Board of Directors. By Board authorization may negotiate with the Employees' Associations and Unions on wages and benefits, and other working conditions.

Has full charge and control of the maintenance, operation, and construction of the water and wastewater systems of the District. Formulates long range goals, investigates and recommends alternative sources of water including such things as desalination, and reclamation. Reviews and approves land development projects dependant on availability of water and/or wastewater resources and as they relate to the responsibilities and services of the District.

Directs preparation and administration of District Budget, reviews and evaluates current programs and anticipates future needs. Monitors progress of Budget throughout the year. Directs the preparation of the full agenda packet, oversees preparation of minutes and makes presentations for meetings of the Board of Directors.

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Develops recommendations for long and short range goals and objectives for the District and reviews goals and objectives of operational units within the District. Advises and consults with the Board of Directors in the long range planning of District projects, operations, services, revenues, expenditures and fees. Acts to obtain funding for special projects and to maximize funds allocated to the District from all sources.

KNOWLEDGE AND ABILITY

Extensive knowledge of theories and principles of management and public administration as well as water and wastewater resources administration. Ability to plan, organize and coordinate the activities of an agency with diverse major ongoing program responsibilities.

Knowledge of Environmental Protection Agency, State Water Resources Control Board, Regional Water Quality Control Board, State, Federal and County laws and regulations and grant regulations as they relate to water and wastewater operations.

Ability to speak clearly and effectively before groups and individuals making informative presentations appropriate to the audience. Ability to deal tactfully, convincingly and effectively with District personnel, government officials, representatives of specific interest groups, and the general public. Ability to effectively assemble, organize and present reports in written and/or oral form. Ability to negotiate effectively.

Demonstrated skills and successful experience in financial management, community/public relations, intergovernmental relations, application of new technology, conflict resolution and employee relations. Advanced knowledge of administrative, budget and policy formulation methods. Knowledge of budget preparation and control, mathematics and statistics. Ability to use current personal computer programs.

Ability to provide effective leadership in the development of new or improved procedures. Ability to analyze and review staff reports and recommendations, and to give constructive criticism. Ability to motivate performance through influence and persuasion.

Ability to apply effective problem solving techniques. Ability to react appropriately to spontaneous problems and render sound decisions under urgent conditions. Knowledge of effective work safety programs. Ability to recognize unusual or dangerous operating conditions and make sound judgments within established guidelines.

Willingness to be available at all times as needed.

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MINIMUM QUALIFICATIONS AND REQUIREMENTS

Education and Experience: Extensive experience in the management of a public agency, preferably involving an agency that also oversees water and/or wastewater operations. Bachelor of Arts or Science degree in public administration, business or engineering. Prefer comprehensive graduate-level work in public or business administration or related professional fields (legal, fiscal, engineering) and extensive general management/chief administrator experience, preferably involving multi-disciplinary responsibilities. Experience in engineering, especially in water related matters, desirable but not required.

Licenses: Possession at time of hire and continued maintenance of a valid California Motor Vehicle Driver's License and be insurable with the District's Insurance Carrier at the standard rate, and continue to meet the established driving standards as that is a condition of employment for this position.

Appearance: The employee in this class is expected to be well groomed and wear appropriate attire in representing the District.