

## GENERAL MANAGER

### DEFINITION

In accordance with policy direction of the elected Board of Directors, the General Manager is responsible for the total operation of the Stockton East Water District.

### EXAMPLES OF DUTIES

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the position:

- Serves as the Chief Executive Officer for the District.
- Plans, organizes, directs, and manages all District activities (includes water supply, conveyance, treatment, and conservation).
- Supervises personnel of the District and performs personnel actions including recruitment, employment, discipline, and termination.
- Acts as Personnel Officer for the District.
- Keeps the Board advised of activities of the District and of any problems arising incident to the administration or operation of the District.
- Recommends the employment of engineering consultants or others necessary to the development and operation of the District.
- Works closely with legal counsel to insure compliance with federal and state laws, rules and regulations, and administrative orders affecting the District.
- Directs the preparation of the annual budget, and assure timely completion of annual audits completed by an outside auditor.
- With assistance of the District Treasurer, directs all financial activities of the District.
- Represents the Board of Directors with other governmental agencies as well as with the public.
- Supervises public relations efforts in disseminating information about District activities.
- Recommends policy actions to the Board of Directors and implements those actions approved by the Board.
- Provides advice and consultation on the development of District finances, operations, resources, programs, policies, and procedures, recommending and implementing change.
- Develops or proposes, and when approved implements long-range planning for the protection of District positions and interests.
- Responsible for being fully informed on all District plans, programs, budgets, policies and activities.
- Performs complex regulatory compliance and planning functions; supervises assistant managers and assures efficiency in day-to-day activities; and other related duties as assigned.

### Typical Physical Activities:

- Travel by all modes of transportation in conducting District business.

- Visit native, agricultural, residential, municipal, and industrial sites consisting of variable terrain during varied weather conditions.
- Communicate with District Board members, co-workers, department employees, District customers, political officials, and the public in writing, one-to-one, and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as networked computers, printers, copiers, facsimile machines, and mobile devices (smart phones).
- Sits for extended time periods.
- Hearing and vision within normal ranges.

### EMPLOYMENT STANDARDS

Knowledge of:

- Current management practices of a public agency, including basic principles of organization, budgeting, general administration, and operation of a public water and irrigation system.
- All federal and state laws and regulations that may affect water District operation and administrative functions.
- Principles of engineering relating to water supply, conveyance, treatment facilities, construction, and operation.
- Computerized management and graphical information systems.
- Risk management.
- Cost accounting and contract administration.
- Principles and practices of personnel administration, affirmative action, and employer-employee relations.
- Principles of leadership, supervision, training and management.
- Communication techniques successful with customers of Special Districts.

Ability to:

- Plan, organize, and direct the activities of a public water District.
- Delegate responsibility, give clear directions, and evaluate and analyze performance.
- Communicate with an elected lay Board in operating a public enterprise.
- Communicate with all District customers towards win-win results.
- Maintain effective working relationships with employees, other governmental agencies, and the public.
- Express ideas effectively orally and in writing.
- Provide supervision, training, work development and evaluations for District management staff.
- Make decisions, exercise independent judgment, and analyze a myriad of challenges on a day-to-day basis.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Effectively represent the District with individuals, community groups, and government organizations.

- Establish and maintain cooperative working relationships with customers, co-workers, outside agencies, and the public.
- Evaluate and make recommendations on improvements to existing District operations, programs, services, and goals and objectives.

### DESIRABLE QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

#### Experience:

At least ten years of increasingly responsible management experience, including at least two years reporting to an entity owner or governing board of directors.

This experience will include management and supervisory experience with broad and extensive work experience performing administrative analysis, system development, budgeting, human resources, regulatory compliance, and risk management work, preferably with a similar private or public entity.

The General Manger is compensated for “getting the job done regardless of hours” and shall not qualify for overtime.

#### Education:

A Bachelor’s degree is required from an accredited college or university with major course work in Business, Engineering, Public Administration, Finance or a related field. A Master’s Degree is desirable.

#### License/Certificate/Registration Requirement:

A registered engineer in the State of California and a Grade IV water treatment plant operator certification are desirable, but not required.

Possession of a valid California (Class “C”) Driver’s License is required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

***The specific statements in each section of this job description are not intended to be all-inclusive. They represent typical elements and are necessary to successfully perform the job.***