



Redway Community Services District
P.O. Box 40
Redway, CA 95560
(707) 923-3101

GENERAL MANAGER JOB DESCRIPTION

Effective June 2020

Definition

The General Manager position is an exempt classification by definition of the Administrative Exemption of the Department of Labor, and serves at the pleasure of the elected five-member Board of Directors. Under administrative direction from the Board of Directors, the General Manager is responsible for District operations including; administration, fiscal finances, operations, engineering, public relations, personnel, and general affairs of the District; represents the Board's policies and programs with employees, community organizations, and the general public; reviews budget requests and makes recommendations to the Board on final expenditure levels; responsible for employer-employee relations; and to do related work as required.

Examples of Duties

- Serves as the Chief Administrative Officer for the District.
- Provides effective leadership and management for the efficient operation of the District. Exercises independent judgment and thought. Leads by example and mentors staff to reach their full potential.
- Provides legislative review and advocacy on Federal, State, and local issues affecting District operations.
- Advises the Board on issues and programs; prepares background information, evaluation of alternatives and recommendations on all issues and action proposals considered by the Board. Prepares concise, specific written Board reports with clear recommendations and actions. Displays follow-up information, action, and conclusions with the Board.
- Maintains a close working relationship with the Board, and Board Committees. Advises and oversees development of the Board Agendas.
- Conducts a variety of special studies and surveys to determine the effectiveness of District programs.
- Represents and oversees the Board's policies and programs involving employees, community representatives, and other government agencies.
- Prepares, recommends for Board approval, and administers the District's annual budget including salaries, maintenance, and capital projects.

- Maintains continuous awareness of administrative practices and recommends changes which increase the efficiency and economy of District operations.
- Responsible for District personnel matters, including employment procedures, grievances, classification and pay, and employer-employee relations.
- Prepares leases and agreements with other agencies. Exhibits a high level of experience with contracts, agreements, and negotiating skills with other agencies.
- Maintains positive, open relationships with other agencies.
- Oversees collective bargaining negotiations when required.
- Prepares grant applications and maintains responsibility for proper administration of grants received.
- Prepares long-term capital improvement plans for financing.
- Represents the District in matters involving Federal, State, and local regulatory agencies, as well as the media.
- Assures compliance with all water quality and sewer and water system laws and regulations; and assures the District's legal compliance.
- Provides public liaison to the general public, civic, regulatory or advocacy groups.
- Performs related duties as assigned.

Essential Job Activities/Capabilities

- Communicate clearly with others verbally and in writing.
- Regularly uses a telephone and e-mail for communication.
- Operate a variety of office equipment and software.
- Sits for extended periods of time.
- Hearing and vision within normal ranges.
- Operate a motor vehicle.
- Perform minor physical activities which involve bending, lifting up to 15 pounds, and reaching.
- Solve complex problems requiring critical thinking and the ability to document solutions concisely and clearly.
- Work cooperatively and get along well with other people.

Special Requirements

1. Must qualify for fiduciary bonding.
2. Must be able to work early mornings, evenings, and weekends.
3. Must be available to work following an emergency that affects the District's operations.
4. Prefer residency within District boundaries.

Skills and Knowledge

- Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy program development.
- Principles and practices of financial planning, budgeting, expenditure control, and reporting.

- Principles and practices of water utility cost-of-service and ratemaking.
- Laws, rules, ordinances, and legislative processes controlling special District Board meetings, functions, programs, and operations.
- Principles and practices of planning, analyzing, and developing sound business recommendations.
- Federal & State regulations governing water quality, treatment, and distribution.
- In-depth knowledge of engineering and construction principles applicable to the planning, design, and construction of sewer and water systems.
- Organization, operations, and problems of special districts.
- Research and evaluation methods.
- Cost estimating and contract administration.
- Public personnel administration, and employer-employee relations.
- Principles and practices of personnel administration/management, supervision, and training including public sector employment law.
- Safety regulations and programs.
- Principles and practices of risk management.
- Desktop computer operation and standard applications software.
- Public, media, and staff relations.
- Emergency response and administration.

Ability to

- Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet program goals (without the need for micro-management).
- Analyze to assimilate and evaluate quantitative and qualitative information obtained from reports, studies, surveys, and budget documents and the ability to recall and use this information both verbally and in writing.
- Prepare and administer a District budgeting and fiscal control process.
- Collect, organize, and analyze data on a variety of topics.
- Develop and prepare effective, concise, and comprehensive correspondence, reports, and other written material including grant applications.
- Communicate well during public presentations.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Evaluate and make recommendations on improvements to existing District operations, programs, and services.
- Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, and policies.
- Effectively represent the District's policies, programs, and services with individual citizens, community groups, and other government organizations.
- Establish and maintain cooperative working relationships with co-workers, the Board, outside agencies, and the public.

Education and Experience

Any combination of education and experience which would likely provide the necessary knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- **Experience:** Five to seven years of broad and extensive work experience in a management or administrative position, preferably in the administration of water and sewer utility systems. Background should include experience working with an elected Board or Commission, and the responsibility for the formulation and implementation of programs, budgets, and administrative operations.
- **Education:** Bachelor’s Degree in Business Administration, Business Management, Public Administration, Civil Engineering (highly desirable), or a closely related field from an accredited four-year college or university.
- **Certification:** Possession of Registration as a Professional Engineer, and/or Certification by the State Department of Public Health Services for Water Distribution/Treatment or Sewer Collection/Treatment.

Required License

Driver License: Possession of a valid California Class C Driver License may be 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 good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration so as the driving record will not contribute to an increase in the District’s automobile insurance rates.

I have reviewed this Job Description with the RCSD Board of Directors and agree with its contents.

-

Employee Signature

Date

Board President Signature

Date

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