

At-Will Employee**RIO ALTO WATER DISTRICT****JOB CLASSIFICATION****GENERAL MANAGER****Introduction:**

The incumbent serves as the General Manager of the Rio Alto Water District with responsibility for the management of all District business and affairs pursuant to the rules and regulations of District bylaws, amendments thereto, and future ordinances, resolutions and directives of the Board of Directors, and all State and Federal laws and regulations governing the business affairs and operation of the District activities.

The District is organized as a California Water District to provide water and sewage treatment services to residences and businesses located within the District boundaries.

Major Duties and Responsibilities:

- The manager's duties and responsibilities are characterized by, but not limited to, the following:
- Plans, schedules and assigns the work of installing water mains, services and pumping and storage facilities.
- Makes studies for plans, the improvement and expansion of the District facilities and service.
- Approves and supervises the purchase of supplies, equipment, and materials.
- Prepares annual program of work (goals and objectives) and operation and capital outlay budgets and upon adoption, administers and controls the budget expenditures and execution of the program thereby established.
- Develops and makes recommendations for rate structures for sewer and water operations to cover operating costs and to permit capital recovery for replacement of facilities.
- Develops and makes recommendations for ordinances, bylaws, regulations, and District operating policies.

- Supervises the accounting procedures and preparation of financial reports.
- Prepares specifications and plans for contract construction work, and analysis and recommends the acceptance of bids.
- Plans and prepares complete agendas for all board of Directors meetings.
- Prepares operating and special reports as required.
- Ensures that the District is in complete compliance with all State and Federal statutes, rules and regulations affecting District operations.
- Ensures compliance with all of the Board's ordinances, resolutions and minute orders.
- Develops and recommends an organization and staff of employees that will best fulfill the obligations of the District. Writes position descriptions and performance standards for employees and gives annual performance ratings. Supervises all employees of the District so as to promote their productivity, loyalty, and maximum contribution to District affairs.
- Selects, schedules, promotes, demotes, transfers, lay off, suspends, disciplines, and discharges employees as required from time to time, keeping the Board fully informed as action is taken.
- Certifies to the Board, all bills, allowances, payrolls, and claims against the District including all compensation or other employee claims.
- Establishes and maintains effective public relations and public communications with State and Local officials, Property Owners Association employees and officials, and local residents and business owners.
- Establishes cost controls and makes cost effective recommendations of the compensation and benefits programs for District personnel for Board review and approval.

Controls over the Position:

The incumbent is supervised by the President of a five person Board of Directors who are publicly elected. Guidance is available upon adoption by the Board of an Annual Program of Work and enabling budget, through the Bylaws of the District, through monthly Board Meetings, through annual written performance evaluation, and by consultation with the Board President. State, County, and Federal rules, laws and regulations as well as District policies, ordinances, resolutions, and

minute direction govern incumbents activities. Within this scope, incumbent is given broad latitude to carry out the affairs of the District.

Qualification and Skill Requirements:

The incumbent must have the following skills and qualifications:

- Leadership skills, and experience in the application of management principles and practices, including financial and personnel administration.
- Ability to develop and maintain effective working relationships with the Board, the District staff, and the public.
- Knowledge of appropriate federal, state and local laws and regulations.
- Knowledge of basic water treatment and distribution principles and practices.
- Knowledge of basic wastewater collection, treatment and disposal principles and practices.
- Ability to supervise, direct, and motivate employees performing all phases of district operations.
- Ability to analyze all aspects of a program, evaluating alternatives, and reaching sound conclusions within legal constraints and general policy guidelines.
- Ability to prepare affective written reports and correspondence.
- Any combination of education and or experience which will provide a foundation for the required knowledge and skills to perform the functions of the position. Prefer graduate from an accredited college or university with major work in public administration, business administration or engineering.
- To the extent possible work will be performed during regular working hours.

General Manager

President of the Board

Date