



Job Description: General Manager

DESCRIPTION SUMMARY:

DEFINITION

The General Manager is the chief executive and management official of the Scotia Community Services District (District) and for the District Board of Directors (Board). The General Manager reports directly to the Board. The General Manager oversees, organizes, and directs the activities and operations of the District, develops policy recommendations for Board action and provides responsible and complex administrative support to the Board. The General Manager's position has complete responsibility, to the Board, for the administration of all District services, activities, and policies. The General Manager's responsibilities include, but are not limited to, the District's Director of Emergency Services, Personnel Officer, Purchasing Officer, Risk Manager, and Safety Officer.

The General Manager is an exempt employee and serves at the will and the pleasure of the Board.

SUPERVISION

Receives general policy direction from the Board.

RESPONSIBILITIES

Under the direct supervision of the Board of Directors, this position is responsible for all administration of the District including all local, State and Federal Regulatory Agency reporting. The position is responsible for ensuring that all ordinances and policies of the District are enforced. The position is responsible for all financial activities of the District including preparation and presentation of the annual fiscal budget and audits to the Board. The position has the authority from the Board to control and provide direction to all District employees. The position includes planning, organizing, supervising, reviewing, and evaluating the work of District staff and contract employees. With the exception of the District Legal Counsel. The General Manager has the authority to hire and oversee any District employees in accordance with District Policies. The General Manager shall attend all District Board meetings unless excused by the District Board.

EXAMPLE OF JOB DUTIES:

- Plans, organizes, assigns, supervises, and reviews the work of all District staff.
- Trains staff in work and safety procedures and implements standards, acts as the District Safety Officer.
- Evaluates employee performance, counsels employees, and effectively initiates disciplinary action and hires all District staff.
- Monitors operations and activities of all District employees.
- Delegates District authority, at their discretion, for specific tasks.
- Develops an annual District draft budget for District Board review, discussion, and direction oversees the annual audit process.
- Develops, prepares, and updates District fee schedules, ordinances, resolutions, and policies.
- Develops, prepares, and finalizes all District Board meeting agendas with Board Clerk



- Manages the selection, training, and supervision of entire staff.
- Prepares, evaluates, and implements District budget; develops short- and long-term financial strategies.
- Confers with District Counsel and developers.
- Manages contractors and consultants ensuring District standards, policies, and directives are followed.
- Plans, directs, and coordinates services, activities and operations of all facilities, equipment, and projects.
- Coordinates District activities with all regulatory agencies; ensures compliance with all state, local, and federal laws.
- Administrative Duties (Basic Services, attendance at Staff Meetings and Community Meetings)
- Community Meeting preparation and attendance
- CSD Board Meeting preparation, attendance, minutes
- Oversee Bookkeeping, Billing, and Invoicing and Banking
- Website postings and management, Emails, File Management
- Grant Research and Writing
- Other duties as assigned by the Board.

Treated Water, Raw Water, and Distribution

SCSD staff will be involved in the following:

- Planning, management and oversight of the daily functions, operations and activities of the water treatment plant and water distribution system.
- All new water infrastructure construction projects including engineering review in coordination with Contractors.
- All equipment maintenance, repairs and improvements related to the existing water treatment plant and water distribution system.

- SCSD staff will be responsible for the District's compliance with all regulatory agency (USEPA, CAL- EPA, SWQCB and CAL-DHS Cross Connection Control Standards) requirements, to include policy development, monitoring, testing, reporting and training.

Wastewater Collection, Treatment, Discharge

SCSD staff will be involved in the following:

- planning, management and oversight of the daily functions, operations and activities of the wastewater treatment plant and wastewater collection system.
- all new wastewater infrastructure construction projects including engineering review in coordination with Contractors.
- equipment maintenance, repairs and improvements related to the existing wastewater treatment plant and wastewater collection system.
- National Pollutant Discharge Elimination System Permit (NPDES): Staff will review and collaborate with Engineer on the NPDES.



- SCSD staff will be responsible for the District's compliance with all regulatory agency (USEPA, CAL- EPA, SWRCB and NPDES Pretreatment Standards) requirements, to include policy development, monitoring, testing, reporting and training.

Stormwater and Drainage

- SCSD staff will be responsible for operations and maintenance of the storm drainage infrastructure outside of the County maintained public-right-of-way.

CSD designated Streets, Alleys and Streetlighting

- SCSD staff will be responsible for operations and maintenance of CSD designated Streets and Alleys infrastructure outside of the County maintained public-right-of-way.

Parks and Recreation:

- SCSD staff will be responsible for operations and maintenance of the Community Forest, Theatre, Museum, Carpenter Shop, Baseball field, Soccer field, Fireman's Park and Landscaping within parks.

Land & Easements

- Staff will be responsible for oversight of all District land and easements.

ABILITY TO:

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the District.
- Work cooperatively with, provide staff support to, and implement the policies of the Board of Directors.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Administer complex and technical human resources, financial management, and water production, distribution, and storage systems operations and maintenance, capital improvement, and related programs in an independent and cooperative manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the District in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory and legislative organizations and the media.
- Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Prepare accurate and effective reports, policies, procedures, and other written materials.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Use sound independent judgment within general legal, policy, and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Understand, and adhere to established District standards, policies, and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Ability to work with the public in a professional matter.



EDUCATION AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from a four-year college or university with major coursework in business or public administration, engineering, finance, public policy, management, or a related field and five (5) years of management or administrative experience in a public agency setting, preferably in the water and/or wastewater industry. Bachelor's degree is desirable. Experience working with an elected Board or Council is desirable.

Licenses and Certifications:

- Possession of a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone, computer, or radio. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff, public and private representatives, and/or contractors in interpreting and enforcing District policies and procedures.

Summary of Benefits

Vacation, Holidays and Sick Time-see personnel policies for accruals

Retirement: PARS - 7% Employer Contribution, Employee Contribution currently set at 7%

Health: SDRMA Blue Shield Silver PPO