



ROWLAND WATER DISTRICT

GENERAL MANAGER

Definition

Under the administrative direction from the Board of Directors, the General Manager is in charge of the administrative, public relations, personnel and general affairs of the District; represents the Board's policies and programs with employees, communication organizations, and the general public; reviews budget requests and makes recommendations to the Board on final expenditure levels, and is responsible for employer-employee relations.

Example 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 classification.

- Serves as the Chief Administrative Officer for the District.
- Takes reasonable measures to cause the District to be in compliance with all applicable State and Federal laws, statutes and regulations and with the orders, rules and regulations of all appropriate regulatory agencies.
- Conducts a variety of studies and surveys to determine the effectiveness of District programs.
- Provides advice and consultation on the development of District programs and policies.
- Maintains continuous awareness of administrative practices and recommends changes which increase the efficiency and economy of District operations.
- Manages District personnel including the hiring of sufficient and qualified personnel, supervising, promoting, evaluating, disciplining and terminating personnel. Establishes policies and procedures for District personnel to follow in carrying out their duties within parameters established by the Board.
- Monitors and projects water demands within the District's service area, plans and carries out capital improvement projects with approval of the Board of Directors.
- Provides for the periodic inspection and testing of the District's capital facilities and for appropriate maintenance, upkeep, repair, replacement and operation.
- Prepares proposed annual budgets and rate schedules for approval by the Board of Directors and implements the budget rates adopted by the Board.
- Provides for the handling, safekeeping and investment of District funds in accordance with the policies established by the Board of Directors and the requirements of statute.

Example of Duties (continued):

- Develops, revises and carries out procedures for billing and collections, initiation and termination of water service, extension of service to new areas and handling of customer inquiries and complaints.
- Prepares leases and agreements with other agencies.
- Oversees collective bargaining negotiations.
- Makes provision for the delivery of adequate supplies through Three Valleys Municipal Water District, the Pomona-Walnut-Rowland Joint Water Line Commission and other sources, and investigates opportunities for development of other sources of potable and recycled water and programs for water conservation within the District.
- Causes the preparation of all notices, agendas, materials and information for meetings of the Board of Directors, keeping the Board of Directors informed on matters requiring Board action and other significant aspects of the District's operations and provides the Directors with any information requested concerning the District's business.
- Directs and coordinates with consultants of the District.
- Represents the District before Boards and Commissions.
- Carries out the directions of the Board of Directors and implements the policies of the Board.

Employment Standards

Knowledge of:

- Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development.
- Laws, rules, ordinances and legislative processes controlling District functions, programs and operations.
- Organization, operations and problems of special districts.
- Research and evaluation methods.
- Budgeting principles and practices.
- Cost estimating and contract administration.
- Public personnel administration and employer-employee relations.
- Principles and practices of personnel administration.

Ability to:

- Plan, organize, coordinate and direct the work of staff to achieve efficient operations and meet program goals.
- Prepare and administer District budgeting and fiscal control process.
- Collect, organize and analyze data on a variety of topics.
- Prepare concise and comprehensive reports.
- Oversee the preparation of Board agendas.
- Communicate well during public presentations.

Ability to (continued):

- 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 governmental organizations.
- Establish and maintain cooperative working relationships with co-workers, the Board, outside agencies and the public.

Desirable Qualifications

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

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

Experience: Broad and extensive work experience in a management or administrative position in a public agency, requiring the responsibility for the formulation and implementation of programs, budgets and administrative operations with at least two years of the experience in a management or supervisory capacity.

Education: A Bachelor's degree in Business Administration, Public Administration, or closely related field from an accredited college or university is highly desirable.

License Certificate Registration Requirement

Driver's License: Possession of a valid California Class C Driver's 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. The driving record will not contribute to an increase in the District's automobile rates.

Fair Labor Standards Act

For the purpose of the Fair Labor Standards Act, the General Manager shall be considered an “exempt” and “at will” employee.

Overtime Assignments

The purveyance of water is a vital service to the community and as such requires the availability of District personnel at all times. Consequently, Administrative employees will be required to respond to emergency calls, accept periodic overtime assignments, and perform any and all duties deemed necessary by the District. Lacking a bona fide excuse satisfactory to the District, a failure to report when called could result in termination.

Equal Opportunity Employer

Rowland Water District is an equal opportunity employer, and does not discriminate in hiring, training, promotion, compensation or terms of employment on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex.

Americans with Disabilities Act

The District will make such reasonable accommodation to enable persons with disabilities to fulfill the requirements of the position in accordance with the Americans with Disabilities Act of 1990.

*Job Descriptions only present a descriptive summary of the range of duties and responsibilities for the specified position. Therefore, Job Descriptions **may not include all** duties performed by individuals holding the position. In addition, job descriptions are intended to outline the **minimum** qualifications necessary for entry into the position and do not necessarily convey the qualifications of incumbents within the position. Job Descriptions shall be periodically reviewed and updated by the General Manager.*