

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: General Manager

DEFINITION

Under policy direction, the General Manager plans, organizes, directs and reviews the overall activities and operations of the District; advises and assists the Board of Directors; represents the District's interests at local, regional, State, and Federal levels; and coordinates activities with outside agencies and the community.

DISTINGUISHING CHARACTERISTICS

This is a single-position chief executive classification. The General Manager's duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent is responsible for representing the Board's policies and programs with employees, community organizations and the general public. This is an at-will position under contract with the Board of Directors.

SUPERVISION RECEIVED AND EXERCISED

Policy direction is provided by the Board of Directors. Responsibilities include management authority over a large and diverse group of management, supervisory, professional, technical, and support positions whose incumbents perform the full range of administrative and operations activities for the District.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Develops, plans and implements District goals, and objectives; develops and administers policies and procedures.

Coordinates District activities between departments and with outside agencies and organizations; makes appropriate decisions or recommendations for Board of Directors consideration and adoption; provides assistance and advice to the Board of Directors; prepares and presents staff reports and other necessary correspondence.

Directs, oversees and participates in the development of District-wide work plans; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Directs the development and administration of the District's budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.

Prepares and submits to the Board of Directors annual reports of financial, administrative, and operational activities; keeps the Board of Directors advised of financial conditions, program progress, regulatory issues, and the present and future needs of the District.

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Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.

Monitors and provides direction, as needed, for media and public relations; ensures the District's interests are represented with customers, stakeholders, governmental agencies, the financial community and the public.

Coordinates with General Counsel and outside counsel on legal issues affecting the District.

Represents the District to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.

Builds and maintains positive working relationships with the Board of Directors, co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of modern and highly complex public utility administration, departments, organization, and services. Principles and practices of effective public relations and interrelationships with community groups, local, regional, State and Federal agencies, and the public. Principles and practices of leadership, motivation, team building and conflict resolution. Pertinent local, State and Federal laws, rules and regulations. Organizational and management practices as applied to the analysis and evaluation of programs. Principles and practices of organization, administration and personnel management. Policy, regulatory, and compliance issues affecting the water industry. Principles and practices of budget preparation and administration.

Skill/Ability to:

Plan, direct and control the administration and operations of the District. Prepare and administer District budget. Develop and implement District policies and procedures. Supervise, train and evaluate assigned personnel. Gain cooperation through discussion and persuasion. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Interpret and apply District, local, regional, State, Federal, and District policies, procedures, rules and regulations. Communicate clearly and concisely, both orally and in writing. Serve effectively as the administrative agent of the Board of Directors. Establish and maintain effective working relationships with those contacted in the course of work. On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; and explain and interpret policy. On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach

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equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use keyboard to communicate through written means; and lift or carry weight of [10] pounds or less.

Experience and/or Education:

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

Experience:

Ten years of administrative and management experience that involved planning, organizing, implementing, and supervising varied programs, preferably within a public agency.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration, engineering, science or a related field.

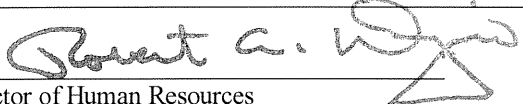
Desirable:

A Master's degree from an accredited college or university in one of the above educational fields.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

	<u>5/26/10</u>
Director of Human Resources	Date
Established: 08/18/2009	
Revised: 05/26/2010	
FLSA: Exempt	
Unit: Executive, Non-Safety	