

**Sacramento Suburban Water District
Classification Specification**

Job Class: General Manager

FLSA Status: Exempt

Supervisor: Board of Directors

Effective Date: October 19, 2009

Definition/Distinguishing Characteristics

Under broad policy and general administrative direction from the Board of Directors (“the Board”), the General Manager plans, organizes, directs, and reviews the overall administrative activities and operations of the District; advises and assists the Board; and represents the District’s interests at local, regional, State and Federal levels. The position is employed under contract as the Chief Administrative or Executive Officer for the District, which is the highest-level position in the organization, and also currently serves as the District Secretary.

Broad Duties

The broad duties of the General Manager are set forth in the California Water Code as follows:

Section 30580

The General Manager shall:

- (a) Have full charge and control of the maintenance, operation, and construction of the water works or water-works system of the District.
- (b) Have full power and authority to employ and discharge all employees and assistants at pleasure.
- (c) Prescribe the duties of employees and assistants.
- (d) Fix and alter the compensation of employees and assistants subject to approval by the Board.

Section 30581

The General Manager shall also:

- (a) Perform other duties imposed by the Board.
- (b) Report to the Board in accordance with the rules and regulations as it adopts.

Examples of Duties

The following duties are typical for this position. Depending upon the assignment, the position may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. The Board retains the right to add, remove, or change duties at any time.

- Serves as the Chief Administrative or Executive Officer of the District.
- Directs the development and implementation of District goals, objectives, policies and procedures; approves new or modified programs, systems and administrative/personnel actions.
- Coordinates District activities between divisions and with outside agencies and organizations.

- Provides consultation, advice and recommendations for the Board's consideration and adoption; provides staff assistance to the Board.
- Represents the District by engaging in a high level of involvement and interaction with federal, state and local agencies and elected officials, other special districts, and professional groups and committees.
- Monitors and provides direction for media and public relations; insures the District's interests are represented with customers, stakeholders, governmental agencies, the financial community and the general public.
- Directs and oversees the development of Board agendas.
- Directs and oversees the development, presentation and administration of the District budget; makes recommendations to the Board on final expenditure levels; reviews budget requests for approval or disapproval.
- Confers with and directs the management team and individual managers concerning administrative and operational issues.
- Confers with outside counsel on legal issues affecting the District.
- Maintains awareness of operations practices and recommends changes which increase the efficiency and economy of District operations.
- Reviews and authorizes District contracts, leases, agreements with other agencies, and other legal and financial documents.
- Insures the District's human resource administration function is properly executed in a fair and equitable manner.
- Researches, prepares and presents technical and administrative reports and studies to the Board and a variety of committees.
- Establishes and maintains cooperative working relationships with co-workers, the Board, outside agencies, and the public.

Mental and Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travels by airplane and automobile in conducting District business.
- Communicates frequently with the Board of Directors, Assistant General Manager, staff, representatives from other agencies and the public in one-to-one and group settings.
- Regularly uses telephone for communications.
- Regularly uses computer, keyboard and mouse.
- Uses office equipment such as copier and fax machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.
- Occasionally walks in uneven terrain, in an outdoor environment, making inspections of District facilities and construction projects.

Qualifications

Knowledge of:

- Public water system operations.
- 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 a 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.
- 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.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Education, Experience, Licenses and Certifications:

Required:

- A Bachelor's Degree in Business Administration, Public Administration, Civil Engineering or a related field from an accredited college or university.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of 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 insurance rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Desirable:

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

- Eight (8) or more years of broad and extensive experience in a management or administrative position responsible for the formulation and implementation of programs, budgets and administrative operations with at least six (6) years in a management or supervisory capacity.
- Eight (8) or more years of progressively responsible technical, supervisory and administrative duties in the design, construction, operation and maintenance of a modern urban water and/or wastewater system.

- Eight (8) or more years of professional civil engineering experience in the planning, design, construction and inspection of water supply projects, including at least four (4) years in a supervisory or lead capacity.
- Possession of a Certificate of Registration as a professional engineer in the State of California and a Masters Degree in Public Administration, Business, Civil Engineering or a related field.
- Possession of State of California Water Distribution Operator Certificate Grade D3 or higher.
- Possession of State of California Water Treatment Operator Certificate Grade T2 or higher.