

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
JOB DESCRIPTION**

Job Title	General Manager	Department:	Administrative Services
Reports To:	Board of Directors	FLSA:	Exempt
Probationary Period:	1 year	Revision Date:	02/01/2020

Position Overview:

Under broad policy and general administrative direction from the elected 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 General Manager leads the District by providing strategic planning and development in the areas of future programs, projects, District growth, and service levels using operational, administrative, and technical information. The General Manager deploys the resources necessary to carry out the District’s goals and objectives. 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.

The General Manager must be a forward-thinking individual who can manage the District today while developing and implementing plans for tomorrow. The ideal candidate will be a strong administrator, able to lead the District's team of front-line managers including the Superintendent, District Engineer, and Administrative Services Manager.

Education/Experience:

The minimum qualifications for this position are:

Education	Experience
Bachelor’s Degree or higher from an accredited College or University in engineering, business or a closely related field; a Master’s Degree is desirable.	Five (5) years of professional experience at senior-executive level in municipal utility systems, ideally with knowledge of wastewater maintenance systems and progressive responsibility in administration and operation of wastewater systems.

Licenses and Certifications:

Valid California Class C Driver License.

Highly Desirable:

1. Registration in the State of California as a Professional Engineer.
2. California Water Environment Association (CWEA) Certification in Collection System Maintenance at the Grade IV level.

Essential Job Functions:

The broad duties of the General Manager are set forth in the California Municipal Utility District Act, California Public Utilities Code, Section 11501, et seq, as follows:

1. To see that all ordinances of the District are enforced.
2. To administer the civil service system of the District and, except as otherwise provided in this division, to appoint to the positions created by the Board which are subject to the civil service provisions of this division, such employees as are necessary for the administration of the affairs of the District, and to remove such employees, in accordance with the provisions of the civil service system.
3. To attend all meetings of the Board and submit a general report of the affairs of the District.
4. To keep the Board advised as to the needs of the District.
5. To prepare or cause to be prepared all plans and specifications for the construction of the works of the District.
6. To devote their entire time to the business of the district.
7. To perform such other and additional duties as the Board may require.

Knowledge and Abilities:

Must have knowledge of the planning, design, management and administration of a sewer collection system; laws and regulations of local, state, and federal health agencies; and be knowledgeable of safe work practices; having strong supervisory and administrative skills; strong written and verbal communication skills; and have the ability to prepare and present various Board agenda items and reports as needed.

Knowledge of:

1. California Municipal Utility District Act, California Public Utilities Code, Section 11501, et seq.
2. General Operations, Administration, Finance, Engineering, and Information Technology associated with the provision of utility service.
3. District policies and procedures.
4. Safe work practices as defined by Cal-OSHA.
5. Sewer collections and treatment and how sewer services are assured through the land development process, as well as experience with contract negotiations and experience in California utilities, regional boards and other government agencies.
6. Strategic planning and development in the areas of future programs, projects, District

growth, and service levels using operational, administrative, and technical information.

7. Financing public utility service.
8. The District's Mission, Vision and Core Values.

Ability to:

1. Use modern office equipment and software, such as the use of common word processing, spreadsheet, database applications, computerized maintenance management software, and CCTV inspection software.
2. Develop annual planning guidelines, oversee the development of the District's annual Action Plan, and recommend strategies to achieve the District's goals and objectives.
3. Develop and recommend to the Board the annual operating and capital budget.
4. Implement the approved annual budget with full delegated authority.
5. Inform the Board President of expenditures that will increase a Department or Project budget.
6. Monitor the District's performance against objectives and provide performance reports to the Board.
7. Oversee day-to-day operations and activities of the District.
8. Exercise authority to approve all goods and services purchases and all capital purchases under the approved annual budget.
9. Oversee the preparation of midyear budget variance reports, the annual report, and annual financial statements.
10. Provide accountability to the Board for the activities of the District, carry out the functions and duties that the Board specifies, and provide a highlight report featuring issues that management has or will be addressing.
11. Maintain overall responsibility to the Board for implementation of Board policies and the efficient, effective operations of the District.
12. Work to support Board Members and the Board President.
13. Participate in an annual General Manager performance evaluation.
14. Provide interpretation of government policy to the Board.
15. Provide leadership and direction to the SPMUD staff.

16. Exercise authority to appoint employees necessary to carry on the business and operations of the District.
17. Define employee duties, determine compensation levels, evaluate performance, and take disciplinary action as required.
18. Develop and carry out the SPMUD Civil Service System, negotiating the Memorandum of Understanding (MOU) agreements, and addressing all employee grievances.
19. Act as primary spokesperson for the District.
20. Communicate closely with the public regarding the operations of the SPMUD.

Physical Demands and Working Environment:

The physical demands described 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. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodation, unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

Specific Physical Requirements to Perform Duties:

- a. Capable of meeting the basic job duties as defined in Physical Demand Assessment PD-100.
- b. Stand, walk, reach with hands and arms, stoop, or kneel.
- c. Sit at a computer workstation for extended periods of time and occasionally climb a flight of stairs.

This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.