

Santa Nella County Water District

GENERAL MANAGER

POSITION SUMMARY

Serves as the Chief Executive Officer for the Santa Nella County Water District (District) under direction of the Board of Directors; administers the District and has exclusive management and control of the operations and works of the District; provides day-to-day leadership for the District and is responsible for all agency activities, including but not limited to operations, maintenance, administration, and finance; seeks to carry into effect the expressed policies of the Board of Directors, including planning the short, medium and long term objectives for the District and any other task directed by the Board; translates the goals and ambitions of the Board of Directors to the community.

EMPLOYMENT CLASSIFICATION

Classification:	Exempt
Position:	At-Will
Responsible to:	Board of Directors
Supervision Level:	Report to Board of Directors, once a month
Pay grade:	Salary
Benefits:	Retirement, health benefits, vacation, sick leave, paid holidays

JOB DESCRIPTION

Serves as administrative support to the Board of Directors (Board); prepares the agenda and items; attends meetings; directs the transcribing of the minutes; edits the minutes; prepares and maintains correspondence and files on the official actions of the Board; ensures records are preserved as required by law; sustains a high level of confidentiality.

Plans, organizes, and administers the daily operations of the water and wastewater plant, either through managing a contract for plant operations by an outside company or in the event there is no contracted operations company, shall plan, organize, administer, maintain, direct and supervise the operations of both the water and wastewater treatment plant, in accordance with the regulations mandated by the California Department of Public Health, the California Regional Water Quality Control Board, and any other government agency with authority over District activities.

Plans, organizes, administers, maintains, directs, supervises and controls the District's financial, accounting, and treasury activities; prepares a wide variety of detailed and analytical accounting, statistical, and narrative reports necessary for monthly, quarterly, and fiscal review; provides expertise in the areas of fiscal planning and control, accounting, budgeting, and investing of public funds; supervises daily work activities within accounting and bookkeeping duties in accordance with General Accepted Accounting Principles (GAAP) and the Government Accounting Standards Board (GASB) .

Supervises and directs all phases of the District's personnel and employee relations including recruitment and selection; classification and salary administration; employee benefits and educational programs; human resources planning and policy development; employee performance evaluations and any other human resource function; maintains a system of employee service and personnel records.

PRINCIPAL DUTIES

Support Board of Directors

Shall implement, develop, provide support, monitor and ensure compliance with all Board ordinances, resolutions, policies and Board objectives.

Shall provide support for the conduct of Board business; shall provide the Board with independent analysis and recommendations on complex statutory and regulatory provisions relating to the District and requiring Board action.

Shall be the Secretary of the Board of Directors; shall be a member of all Board appointed committees, and is responsible for the preparation of all Board or committee agendas, as well as maintaining minutes.

Shall prepare and submit an annual budget to the Board for approval; report revenues, expenditures and investment report monthly; and may recommend revisions as deemed necessary; shall perform cost analysis; shall perform and summarize research data; draft letters and reports; prepare correspondence and maintain files and official actions of the Board.

Shall perform such other duties as may be required and/or directed by the Board to fulfill the goals and objectives of the District as established by the Board.

Contractual and Public Relations

Shall manage all contracts with, including but not limited to engineers, attorneys, consultants, auditors, vendors, government agencies, federal and state regulators, and any other entity conducting business with the District, in accordance with District ordinances, resolutions, policies and Board objectives.

Shall represent the District in all interaction with, including but not limited to the public, the media, federal, state, county and local departments, other government agencies, private sector entities, regulatory agencies, professional and industrial organizations and associations, consultants, contractors, developers, and any other entity conducting business with the District, in accordance with District ordinances, resolutions, policies and Board objectives.

Operations

Shall manage, monitor and directly supervise all certified operators in the operations, maintenance and repair of the water and wastewater treatment plants and/or manage outside company contracted for plant operations.

Shall purchase raw water from a Central Valley Project (CVP) Contractor, to ensure adequate water supply to serve all customers within District boundaries.

Shall manage, monitor and directly supervise well water production from District owned well(s).

Shall ensure that the regulatory permits for the water and wastewater treatment plants are adhered to by certified operations staff.

Shall visit the water treatment and wastewater treatment plants on a regular basis to ensure proper procedures are adhered to according to regulatory laws, District ordinances, resolutions, policies, and Board objectives.

Shall respond to any violations or citations issued by any water and/or wastewater regulatory agency, or any other government agency with authority over District activities, and shall immediately seek assistance from the District Engineer and Chief Operator.

Water Treatment Plant

Manage, monitor, and supervise all necessary water treatment and water distribution operations, maintenance, lab analysis, records and reports. Ensure safety regulations are met, including delegating regular safety meetings to the Chief Operator, in accordance with California Occupational Safety and Health Administration (Cal/OSHA). Respond to all emergencies as a support to the certified operators, including but not limited to any emergencies that may occur during weekends, holidays and before or after regular business hours.

Ensure all monthly, quarterly, and/or annual reports and permits are submitted timely, including but not limited to the California Department of Public Health (CDPH), the San Joaquin Valley Air Pollution Control District (SJVAPCD), Merced County Department of Agriculture, Merced County Mosquito Abatement District, and the Merced County Department of Environmental Health.

Wastewater Treatment Plant

Manage, monitor, and supervise all necessary wastewater treatment and sewer collection operations, maintenance, lab analysis, records, reports and pasture irrigation. Ensure safety regulations are met, including delegating regular safety meetings to the Chief Operator, in accordance with Cal/OSHA. Respond to all emergencies as a support to the certified operators, including but not limited to any emergencies that may occur during weekend, holidays and before or after regular business hours.

Ensure all monthly, quarterly, and/or annual reports and permits are submitted timely, including but not limited to the California Regional Water Quality Control Board (CRWQCB), and the State Water Resources Control Board (SWRCB).

Administrative and Finance

Shall direct and control all phases of the District's administrative system, including but not limited to finance, accounting and supervision of administrative staff.

Shall plan, organize and direct the daily bookkeeping and accounting operations of the administrative staff and office; and shall maintain, administer, control, and adhere to all District ordinances, resolutions, and administrative policies and procedures.

Shall supervise, and in time of necessity, perform daily work activities within the administrative office, including but not limited to performing and/or supervising accounts receivable, accounts payable, cash receipts, payroll, general ledger and any other administrative duty that may be required.

Shall ensure that internal controls are adhered to according to GAAP and GASB statements.

Shall prepare monthly, quarterly, and/or annual financial statements, as required by the Board of Directors; and shall perform other financial accounting duties such as reconciling accounts and preparing special reports and analyses as required.

Shall manage any and all District assessment bonds and Ad Valorem Tax revenues; and shall adhere to the rules, laws and regulations of, including but not limited to the State Controller.

Shall manage all District bank accounts, including but not limited to general checking, savings and money market accounts, restricted and unrestricted fund accounts, and Local Agency Investment Fund.

Shall manage all insurance policies, including but not limited to General Liability, Property, Auto, Umbrella, and Worker's Compensation Insurance.

Shall manage Capital Improvement Plan and related projects; shall manage and comply with rules, laws or regulations, for any funding obtained through state or federal funding agencies, including but not limited to CDPH, SWRCB, and United States Rural Development (USDA).

Shall prepare, manage and administer an annual audit, through an independent auditor, including but not limited to preparing and/or overseeing preparation of working papers.

Shall attend work related training seminars, conferences, and meetings, to promote continuing education, safety procedures, and network with other agencies.

Employee Human Resources

Shall hire, fire, and promote personnel through decision making selection, performance evaluation, disciplinary actions, and provide for and oversee training programs of all personnel of the District, in accordance with District policies and procedures.

Shall conduct regular performance evaluations of District personnel, in accordance with District policies and procedures; shall provide disciplinary action when necessary.

Shall provide for training for all District personnel, according to job descriptions and duties, including but not limited to supervising, delegating and/or performing safety meetings in accordance with Cal/OSHA.

Shall ensure that all employment, employer, and employee laws, rules, and regulations are adhered to including but not limited to California Public Employees Retirement System (CalPERS), Employment Development Department (EDD), and all federal and state labor laws and regulations.

Shall supervise the administration of employee benefits including but not limited to CalPERS, health insurance, paid holidays, sick leave and vacation. Shall assume other administrative duties as required, including but not limited to performing administrative clerk tasks in clerk's absence.

QUALIFICATIONS

High School Diploma or General Education Diploma.

Three or more years of demonstrated managerial experience in public administration, preferably water and/or wastewater management, AND Bachelor Degree or higher in Public Administration or Business Administration with an emphasis on accounting, or similar business education.

Certification in water and/or wastewater treatment preferred.

Advanced working knowledge of computers, including software applications of Microsoft Word, Excel, Outlook or other applications in use, Accounting Software and Internet Search Engines.

Must maintain a valid State of California driver's license.

PHYSICAL DEMANDS & WORK ENVIRONMENT

Must possess ability to speak in a public forum, and present agenda items, reports, financial statements and other presentations to the Board in a public setting. Must possess ability to negotiate contracts, converse with regulatory agencies, colleagues, employees, customers, and Board members, and others in a positive and professional manner.

Must possess ability to perform field and plant inspections, and support staff in emergencies; ability to work outdoors in varying temperatures and weather conditions; frequently stand, walk, stoop, kneel and crouch; must possess normal manual dexterity and eye-hand coordination; ability to lift objects; perform duties assigned while wearing safety gear (hard hat, safety glasses, safety vest); interact with employees that are using hand and power equipment, testing equipment, system monitoring, maintenance, adjustments and operations; exposure to hazardous materials, smoke, gases, and fumes; exposure to hazards such as moving machine parts and electrical current; must possess safe work practices and procedures.

Must be able to sit at a computer; talk on the telephone, while writing information or taking notes; stand to work with customers, vendors, employees, and others, as needed; twist upper body to use office equipment and relocate shelved materials; stand, stoop, crouch, kneel or squat to file or retrieve materials on low shelves; walk to deliver materials within the administrative office.

Must possess customer service skills with proper phone and customer service etiquette, and ability to operate telephone equipment for communication purposes; ability to use a computer for data entry and to generate correspondence, reports, letters, manuals, emails, and any other required written document; ability to use pens and pencils to write and record data; possess multi-task skills such as listening for telephone, watching for customers, visitors and others while completing other office tasks; work under general office noise of ringing telephone, people talking, and running office equipment.

Must possess proper grammar and punctuation, alphabetical, numerical and chronological sequences; ability to spell correctly, read and comprehend written and oral instructions; knowledge of proper business and report styles and formats; ability to conduct and collate research on the internet; ability to use various office supplies and equipment including but not limited to printer, copier, fax, scanner, and 10-key calculator; must possess strong filing skills; accounting knowledge as required for a business or

public administration bachelor's degree; ability to instruct in the educational programs of the organization; drive to perform duties outside of the administrative office.

DISCLAIMER

The Santa Nella County Water District reserves the right to modify job duties at any time and the job description is not designed to cover every responsibility required of the employee.

This job description is adopted by the Board of Directors of the Santa Nella County Water District on the 12th day of July 2012 by the following vote:

AYES: Hallinan, Silvas, DiConza, Imor, Landry

NOES:

ABSTAIN:

ABSENT:

Thomas W. Hallinan
Thomas Hallinan, President

Attest:

Amy Montgomery
Amy Montgomery, Secretary-Manager