

Calleguas MWD  
General Manager

## **CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION**

Job Title: GENERAL MANAGER  
Division: Executive  
Reports to: Board of Directors

FLSA Status: Exempt  
Position Type: Full Time  
Revision Date: April 2019

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### **POSITION SUMMARY**

As established by the Water Code section 71340, the General Manager shall serve at the pleasure of the Board of Directors. Reporting to and under policy direction from the Board of Directors, the General Manager oversees the administrative, planning, engineering, financial and operations and maintenance activities of the District. In consideration of Board-established organizational goals and priorities, the General Manager provides strategic leadership and manages overall District functions designed to fulfill the District's mission. The incumbent serves as the principal District representative communicating and implementing Board policy decisions with District employees, other governmental, legislative and regulatory bodies, member purveyors, consultants, media, community organizations, and the general public.

### **DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Assumes responsibility for each of the duties listed below:

- Serves as the Chief Executive Officer for the District.
- Provides guidance and consultation on the development of District programs and policies.
- Serves as primary District representative and spokesperson communicating policies, programs, and services before Boards, City Councils, other legislative and regulatory bodies, community organizations, news media, and service area citizens.
- Oversees development of Board agendas.
- Conducts a variety of studies and surveys to determine the effectiveness of District programs.
- Represents and oversees Board policies and programs involving employees, community representatives, and other government agencies.
- Oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels.

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- Provides timely updates to the Board concerning management and operation of the District.
- Monitors administrative practices and procedures and recommends changes which increase the efficiency and economy of District operations.
- Manages District personnel matters, including employment procedures, discipline, classification and pay, and employer-employee relations.
- Prepares draft agreements with other agencies and organizations to be presented to the Board for approval.
- Establishes and maintains cooperative working relationships with the Board of Directors, District staff, external agencies and organizations, and the public.
- Ensures preparation of prudent, long-term capital improvement and financing plans consistent with the District's mission and goals.
- Travels to meetings, conferences and other events outside the District. Travel may require overnight or multiple night stays.
- Performs related duties, as assigned.

## **JOB REQUIREMENTS**

The General Manager must possess a wide range of skills and knowledge necessary to effectively manage all District departments and activities. The position requires extensive interaction and collaboration with other agencies, organizations and individuals and the ability to resolve protracted, complex, and contentious issues. It is essential that the General Manager possess strong interpersonal skills and communicates clearly and effectively, both verbally and in writing, to maintain sound working relationships with the Board of Directors, staff, and external entities. The General Manager is also expected to conduct him- or herself with integrity and maintain high ethical standards in the completion of work tasks. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

### Education and Experience:

- Progressively responsible experience managing multifaceted projects and programs, demonstrated leadership in the public sector, and working knowledge and understanding of contemporary California water issues, particularly matters related to imported water and groundwater resources. Broad and extensive work experience in a management position in a public agency, assuming responsibility for the formulation and implementation of programs, budgets, and administrative operations with at least ten years of experience in a supervisory capacity is desirable.
- A bachelor's degree in Public or Business Administration, Civil or Mechanical Engineering, Hydrogeology, or closely related field from an accredited college or university is required.

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An advanced degree, California professional engineer or geologist registration, and/or California water treatment/distribution certifications are desirable.

Knowledge of:

- Principles and practices of public administration, including administrative analysis and policy and program development.
- Laws, rules, ordinances, and legislative processes controlling District functions, programs, and operations.
- Research and evaluation methods.
- Cost estimating and contract administration.
- Public finance, budget development, fiscal controls, and capital improvement financial planning.
- Laws, rules, ordinances, and legislative processes governing water rights relating to water resource management, groundwater management, , water supply, water quality, and water treatment.
- Water resource management issues on local and statewide level.
- Principles of organizational management, planning, staffing, supervision, and employee development.

Skills and Abilities:

- Plan, organize, coordinate, and direct staff to achieve efficient operations and meet program goals.
- Sound interpersonal skills necessary to develop and maintain both internal and external cooperative working relationships.
- Prepare and administer District budgeting and fiscal control processes.
- Collect, organize, and analyze data on a variety of topics.
- Prepare concise and comprehensive reports.
- Oversee preparation of Board agendas.
- 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.
- Develop and implement long-range capital improvement plans and budgets.
- Simultaneously manage multiple projects with varying degrees of complexity under pressure of deadlines.

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- Plan, organize, schedule workload, and motivate staff to maintain an output level of high efficiency and quality.
- Communicate effectively District viewpoints orally and in writing, with District Board of Directors, staff, and external entities.
- Participate in and contribute to meetings and conferences with personnel of various professional and non-professional backgrounds to develop plans, solve problems, and enter draft agreements.
- Exercise and maintain professional conduct, good judgment and integrity.
- Maintain a calm demeanor in contentious situations.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises management staff and carry out responsibilities in accordance with the District policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; completing annual performance reviews; rewarding and disciplining employees; approving timesheets; addressing complaints; and resolving problems.

### **EQUIPMENT TO BE USED**

Must be able to operate a District vehicle, computer and standard office machines such as fax, calculator, telephone, copiers etc.

### **PHYSICAL AND MENTAL REQUIREMENTS**

The physical and mental requirements described here are representative of those that must be met by employees to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Physical:

- Requires sitting, standing, bending, and reaching; clearly communicating in person, in meetings and by telephone.
- Requires manual dexterity and use of hands and fingers to handle and feel sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers etc.
- Requires normal range of hearing. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus. Corrective lenses are acceptable. May require lifting up to 25 pounds.

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Mental:

- Required to use written and oral communication skills; read and interpret complex data, information and documents;
- Required to analyze and solve problems;
- Required to observe and interpret people and situations and work collaboratively while maintaining poise and decorum;
- Required to use math and mathematical reasoning; learn and apply new information or skills;
- Required to perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions, and the noise level is usually quiet. However, periodically job duties require work outdoors with exposure to construction and industrial environments, including water treatment plant, well fields, pipelines, support structures, construction sites and open space environments. While performing the duties of this job, the employee will periodically be exposed to outside weather conditions. The employee can be exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level at construction sites is occasionally loud. Employee is a designated Emergency Services Worker and is occasionally called upon to work odd schedules.

## **SPECIAL REQUIREMENTS**

The prospective General Manager must:

- possess a California Operators license issued by the State Department of Motor Vehicles. 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; and
- agree to authorize background reference checking with past employers and personal references; and
- agree to submit to and must pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District.