

Chester Public Utility District

Manual of Policies

POLICY TITLE: GENERAL MANAGER JOB DESCRIPTION

POLICY NUMBER: 2300

2300.01 DESCRIPTION

The General Manager is the Executive Officer for the Chester Public Utility District and is responsible for all District affairs. This position is directly accountable to a five (5) member Board of Directors and provides oversight for Water, Sewer, Streetlights, Fire, Emergency Medical Services, Refuse and Recycling to an unincorporated community of about 2,000 residents.

2300.02 PRIMARY OBJECTIVE

Under policy direction the General Manager will administer and coordinate programs, activities and function relating to the Chester Public Utility District. Formulate and prepare budgets based on guidance received from the Board of Directors, and/or Finance Committee. Recommend policies and procedures which will ensure efficient fiscal and administration operations of the District.

2300.03 TYPICAL DUTIES PERFORMED *(These examples do not list all of the duties which may be assigned).*

- Directs and supervises activities of all employees within the District.
- Assures compliance with Federal, State, and Local regulation for Water and Wastewater operations. Interface and Maintain positive relationships with these entities.
- Develop Policy and Procedures for District employees and ensure their compliance.
- Development, maintenance and implementation of Memorandum of Understanding (MOU's), agreements and contracts with Federal, State, Local Government and private entities.
- Maintains positive communication techniques with Board, Staff and the Public.
- Assist the Board of Directors (BoD) in attaining Training and Development for Staff and Board Members.
- Formulate, Prepare and Implement Budgets based on guidance received from BoD and/or Finance Committee.
- Create and Implement, to extent possible, appropriate Fiscal Procedures per Generally Accepted Accounting Principles (GAAP).
- Will act as Purchasing Agent and Personnel Officer.
- Assure that all Administrative and Operational objectives of the District are met in safe, timely and efficient manner.
- Provide BoD with a current Financial Summary to be presented at each regularly scheduled Board Meeting.
- Research, gather, compile and write reports and studies for the BoD using counsel and/or other professional consultants as needed or directed.

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- Make presentations on various subjects as required to the BoD, other agencies and the General Public.
- Work with Staff to make sure website is current with all applicable Federal, State and Local regulations.
- Provide Mentoring, staff development and equip staff with the training and direction necessary to perform their duties.

2300.04 QUALIFICATIONS

- Excellent organizational and communication skills.
- Professional appearance, conduct and courtesy are imperative.
- Properly interpret and make decisions in accordance with Laws, Regulations and Board Policies.
- Multi-tasking and managing detailed Operations.
- Working knowledge of Requirements and Regulations of Water and Wastewater systems are preferred components of this position.
- General knowledge of Emergency Service operational elements.
- A valid California Driver's License.
- Maintain residence within the community served by the District.
- Bachelor's degree in Business is preferred.

Salary to be determined by the Board of Directors

Chester Public Utility District provides equal employment opportunities (EEO) to all employees and applicants for Employment with regard to Race, Color, Religion, Sex, National Origin, Age, Disability or Genetics. In addition to Federal Requirements, Chester Public Utility District complies with applicable State and Local laws governing nondiscrimination in employment.

2300.05 General Manager Goals and Objectives for 20-21

These goals and objectives are to be used to improve the overall health of the District.
The General Manager shall:

1. Establish Policies and Procedures, with guidance from the BoD where necessary, which among other things define the role of management and the role of the Board as well as those requirements of The California Government Code (Ralph M. Brown Act), 54954. This can appropriately be accomplished by investigating best practices for Special Districts.
2. Attain funding and budget sustainability for all program areas.
3. Work with staff to establish and oversee a maintenance plan for all District assets which includes equipment, facilities and infrastructure.

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4. Maintain regulatory requirements for the District and Fire.
5. Assist BoD in developing written strategic plan, including capital expenditure plan, for 5, 10, and 20-year periods.
6. Standardize timekeeping process and oversee processing.
7. Assist the BoD in implementing mission and vision statements for the District and documenting required Board member training.
8. At the end of each fiscal year, provide an annual report cataloging the year's accomplishments and challenges to be presented to the Board.
9. Network with other districts to share best practices regarding policies, procedures and issues affecting production and distribution of water, sewer and street lighting services.
10. Document all District reporting structures; maintaining current Job Descriptions, document reporting structures, maintaining current "Desk Manuals" for each employee, develop and maintain organizational charts.