

**COASTSIDE COUNTY WATER DISTRICT  
CLASS SPECIFICATION  
GENERAL MANAGER**

**CLASS TITLE: GENERAL MANAGER**

**DEFINITION**

Under minimal direction, the General Manager manages District operations to provide customers with a safe and reliable water supply; provides professional and technical staff support, and assistance to the Board; coordinates all District activities with Federal, State, County, local and private agencies. Performs additional duties as required.

**DISTINGUISHING CHARACTERISTICS**

This single incumbent position reports directly to the Board of Directors. Scope of work is highly complex in nature with management responsibility over all units of the water District. Incumbent works from general directives or broadly defined missions of the organization as a whole. Erroneous decisions or recommendations could result in failure to achieve critical goals and objectives and may seriously affect the ability of the organization to meet its overall long-term objectives. Directly supervises the work of Administrative Assistant, Project Coordinator, Office Manager, and Superintendent of Operations.

**EXAMPLES OF DUTIES**

*Duties may include, but are not necessarily limited to:*

- Plans, directs and coordinates services, activities and operations of all facilities, equipment and projects;
- Manages the selection, training, and supervision of entire staff;
- Coordinates District activities with all regulatory agencies; ensures compliance with all state, local, and federal laws;
- Prepares, evaluates, and implements District budget; develops short and long term financial strategies; prepares Capital Improvement Program;
- Provides legislative direction/advice to Board; works with Board in developing District priorities;
- Implements Board policies and directives and communicates them to the public;
- Serves as the principal spokesperson for the District; represents District at public and professional functions; oversees public information and public education program, and coordinates media relations;
- Monitors District infrastructure and rehabilitation; ensures District records are maintained;
- Develops, implements, and monitors programs/projects for District newsletter, customer services surveys, benchmarking studies, and disaster recovery;
- Writes, publishes and circulates a customer service survey; works with staff to resolve customer complaints;
- Develops, monitors, evaluates, and reclaims water possibilities; benchmarks other agencies on new technologies;
- Secures water supply contracts; serves as principal purchasing agent;

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- Confers with District Counsel and developers;
- Manages contractors and consultants ensuring District standards, policies, and directives are maintained.

**MINIMUM QUALIFICATONS**

*Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Training and Experience:**

Bachelor of Science degree in Engineering, Public Administration, Business Administration or similar discipline. Ten years of experience in a water district or similar agency. A minimum of five years must be in supervision.

**Knowledge of:**

- Day-to-day maintenance, operations, structure, and function of water distribution systems
- Budget development, analysis, and financial strategies
- Long-range planning
- Regulatory and legal requirements of a water district
- Coastal zone regulations, particularly with regard to viability of riparian corridors, aquifers, and associated habitat
- Interrelationship between water and land use decisions
- Technology related to water resource and business management
- Mathematics, science, and chemistry

**Ability to:**

- Communicate and interact effectively both with diverse individuals and with large groups of people with conflicting interests
- Plan, organize, schedule, and coordinate activities and set priorities under changing conditions
- Establish and maintain effective, pleasant and cooperative working relationships with Board members, employees, officials and the general public
- Supervise, motivate, inspect and evaluate the work of employees and outside contractors

**Skill In:**

- Thinking through complex issues and recommending sound alternatives and solutions
- Water resource and conservation management
- Negotiating complicated contracts
- Principles and practices of business management
- Verbal and written communication
- Multitasking

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**Licenses/Certificates:** Possession of a valid Class C California State operator's license with a driving record acceptable to the District.

**PHYSICAL REQUIREMENTS**

Incumbent must be able to function in an office and field environment in work of a sedentary to moderately active nature, and perform the following, with or without reasonable accommodation:

- Utilize vision, hearing and speech
- Utilize manual and finger dexterity
- Walk on smooth and/or uneven surfaces
- Climb, ladders or steep surfaces
- Stand upright and/or forward flexing
- Twist, turn, bend and reach
- Lift and/or carry 35pounds maximum
- Work in areas subject to exposure to wet, damp surfaces; dusts, mists, fumes and high levels of noise; a variety of weather conditions; extremes of heat or cold
- Wear personal protective equipment

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent.*