



General Manager/CEO

Agency/Department: Administration

Approved by:

Date Approved:

Date of Last Revision:

Reports to: Board of Directors
Supervises: Chief Financial Officer; Planning and Engineering Manager; Utility Operations Manager; Parks and Facilities Manager; Executive Assistant; Board and Records Secretary; Human Resources Specialist.

At-Will Position-Contract

JOB SUMMARY: Receives policy direction from Board of Directors. Exercises direct supervision over management, supervisory, professional, technical and clerical staff. This position also serves as District Treasurer, and Clerk of the Board.

DISTINGUISHING CHARACTERISTICS: The General Manager/CEO serves at the pleasure of the Board of Directors of the North Tahoe Public Utility District and serves as the Chief Executive Officer of the District. To plan, direct, manage and oversee the activities and operations of the District including engineering, planning, operations, parks, management services, and administrative support to the Board of Directors.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Assume full management responsibility for all District services activities including planning, engineering, operations, maintenance, purchasing, warehousing, all management services; recommend and administer policies and procedures.
2. Manage the development and implementation of District goals, objectives, policies and priorities for each assigned service area.
3. Establish within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level managers, District's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; allocate resources accordingly.
5. Assess and monitor work load, administrative and support systems and internal reporting relationships; identify opportunities for improvement; direct and implement change.
6. Select, train, motivate and evaluate District personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the District budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

8. Explain, justify and defend District programs, policies and activities; negotiate and resolve sensitive and controversial issues.
9. Represent the District to other departments, elected officials and outside agencies; coordinate District activities with those of other departments and outside agencies and organizations.
10. Provide staff assistance to the Board of Directors; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
11. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of wastewater, water, park systems and other areas of municipal utilities.
12. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
13. Perform related duties and responsibilities as required.
14. Regular attendance at the job site.

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION: Graduation from an accredited four-year college or university with a degree in civil engineering or a closely related field; and

EXPERIENCE: A minimum of seven (7) years of increasingly responsible professional management in public works, wastewater treatment operations and maintenance, water treatment and distribution and operations, including four (4) years of administrative and supervisory responsibility. Experience in the areas of municipal public works, utilities, and engineering are desired.

TRAINING: Equivalent to a Bachelors degree from an accredited college or university with major course work in business administration, public works, engineering, applied sciences, or a related field.

KNOWLEDGE OF:

- Operations, services and activities of a comprehensive water distribution and treatment systems.
- Operations, services and activities of a comprehensive wastewater collection and treatment systems.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles and practices of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.

ABILITY TO:

- Plan, organize, direct and coordinate the work of lower level staff.
- Supervise, train, and evaluate staff.
- Delegate authority and responsibility.
- Lead and direct the operations, services and activities of the District.
- Identify and respond to community issues, concerns and needs.
- Develop and administer departmental goals, objectives and procedures.
- Prepare clear concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

SKILL IN:

- Leading the planning, budgeting, and engineering work for capital improvement programs for public works and utilities.
- Developing and implementing improvements to systems and operations which can improve the operational effectiveness of the agency.
- Operating the listed tools and equipment.

LICENSES:

- Valid Class C California or Nevada Driver’s License; acceptable driving record at the time of appointment and throughout employment.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet, database, and project scheduling, computer-aided-design software (desirable); calculator; motor vehicle; phone; cell phone; mobile radio.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met any an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office setting. Some outdoor work is required in the inspections of various land use developments, construction sites, or District facilities; must be physically able to move about on construction work sites and under adverse field conditions. Hand-eye coordination is necessary to operate computers and various pieces of office equipment; use fingers to write or type.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, bend, kneel, crouch, or crawl; talk or hear; and smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works around moving mechanical parts, and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic, or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

FLSA Exemption status: Exempt – Contract by Board of Directors Appointment

Employee Unit: Management Team Member – Unclassified

Job Family: Administration

Class Progression: Not Applicable

Job Description: General Manager/CEO

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