



General Manager/CEO

Job Description

Department: Office of the General Manager/Administration
FLSA Status: Exempt
Supervised by: Board of Directors
Employee Unit: Management Team Member - Unclassified
Revised as of: 12/11/2014
At Will Contract

JOB SUMMARY:

Under policy direction from Board of Directors assumes full responsibility for planning, administering, directing, overseeing, and evaluating the activities and operations of all District departments and staff.

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.

The General Manager is appointed by the Board of Directors in accordance with California Public Utilities Code Section 16111 (d) and is delegated the authority to have full charge and control of all District activities.

This position also serves as District Treasurer and Clerk of the Board.

The General Manager shall be available at all times for any emergency or other demands associated with District activities and programs other than vacation leave.

SUPERVISION RECEIVED/EXERCISED:

Receives policy direction from the Board of Directors.

Exercises direct supervision over management personnel including Chief Financial Officer; Engineering and Operations Manager; Utility Operations Manager; Park and Facilities Manager; Executive Assistant/Board Secretary; HR/Risk Manager.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Manage the development and implementation of District goals, objectives, policies and procedures, ordinances, rules, and regulations.
2. Prepare and submit to the Board of Directors plans, programs, and budgets required to accomplish the goals and objectives of the District including monthly activity reports.
3. Direct and participate in creative solutions for all problems related to Administration, Finance, Engineering and Operations, and Parks and Facilities departments.
4. Oversee the development and administration of the District annual budgets; and make future projections of revenues and expenses.

5. Establish within District policy appropriate staffing levels; allocate resources accordingly.
6. Select, motivate, and evaluate personnel; resolve personnel concerns and issues; implement discipline and termination procedures; approve all appointments and dismissals of employees.
7. Plan, direct, and coordinate, through subordinate managers, the District's work plans, strategic plans, goals, ordinances, succession plans, master plans, and policies.
8. Assess and monitor work load, administrative and support systems and internal reporting relationships; identify opportunities for improvement; direct and implement change.
9. Establish and maintain effective working relationships with the general public, , including elected officials, and other organizations and agencies.
10. Act as District representative with respect to other departments, elected officials and outside agencies, members of the community; represent the Board in the community and at meetings; coordinate District activities with those of other departments and outside agencies and organizations.
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. Provide staff assistance to the Board of Directors; participate on a variety of boards, commissions, and committees.
13. Utilize appropriate safety procedures and practices for assigned duties.
14. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
15. Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
16. Perform related duties and responsibilities as required.

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: Equivalent to a Bachelor's degree from an accredited college or university with major work in public administration, business administration, engineering or a related field. Advanced degrees and certificates desirable; and

EXPERIENCE: A minimum of five (5) years of progressively responsible experience in public agency or private sector management that may include responsibility for wastewater collections, potable water treatment/distribution, parks and recreation facilities.

KNOWLEDGE OF:

- Principles of effective public relations and interrelationships with community groups and agencies, the private sector, and other levels of government.
- Principles and practices of management, budgeting, finance, personnel administration.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Operations, services, maintenance, and activities of water and wastewater systems, parks and recreation operations.
- Principles and practices of employee supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- Modern office practices, methods, and computer equipment.

ABILITY TO:

- Effectively serve as administrative agent of the Board.
- Identify and respond to community issues, concerns and needs.
- Develop and administer departmental goals, objectives and procedures.
- Analyze and evaluate budgets, technical reports, and staff reports.
- Lead the planning, budgeting, and engineering work for capital improvement programs.
- Delegate authority and responsibility.

- Lead and direct the operations, services and activities of the District; facilitate Board, public and staff meetings.
- Analyze problems, identify alternative solutions, and implement recommendations in support of goals.
- 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.
- Operate the listed tools and equipment.

LICENSES:

- Valid 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; calculator; motor vehicle; phone; cell phone; mobile radio; cell phone.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by 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 on uneven terrain at construction work sites and under adverse field conditions. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

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. On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means; and lift or carry weights of 10 pounds or less.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hear in the normal audio range with or without correction.

WORK ENVIRONMENT:

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

Work is performed in a typical temperature-controlled office environment subject to typical office noise and conditions. Position requires working beyond normal business hours, attendance at evening meetings and/or weekend work, and the ability to travel. While performing the duties of this job, the employee occasionally may visit various work locations in outside weather conditions and encounter uneven ground, moving mechanical parts, wet and/or humid conditions, fumes or airborne particles.

Job description presented and discussed at the December 11, 2014 Board meeting.