

Adopted 8/30/22 ~~9/18/18~~
Draft Revisions 8/27/22

Kinneloa Irrigation District General Manager Job Description

DEFINITION

The General Manager is responsible for all administrative, financial, regulatory, public relations, human resources, and general affairs of the District. The General Manager has full charge and control of the District's water system and its facilities including their construction, operation, and maintenance in accordance with the District's current Rules and Regulations. The General Manager articulates policies of the Board of Directors in all matters with employees, community organizations, other agencies, and customers.

Adopted: 08/30/22 ~~09/18/18~~

Supersedes: 09/18/18 ~~02/29/04~~

Fair Labor Standards Act Status: Exempt

Reporting Location: KID primary office site

OVERSIGHT

Supervision Received: Receives direction from the collective Board of Directors

Supervision Provided: Manages and supervises all District employees

ESSENTIAL FUNCTIONS OF GENERAL MANAGER

- Serves as the Chief Administrative Officer for the District.
- Keeps the Board of Directors informed of all District activities, and all significant upcoming actions by the General Manager.
- Provides analyses and recommendations for the development of District programs and policies.
- Represents the Board of Directors and communicates District policies, programs, and services with employees, other agencies, and the community.
- Oversees and ensures the safe and efficient operation of the water system, including water extraction, treatment, and distribution, and emergency and disaster preparedness.
- Oversees preparation of the District's annual budget and makes recommendations to the Board of Directors on expenditures.

- **Initiates and oversees** ~~Conducts~~ a variety of studies and surveys related to water supply and the condition of District infrastructure and makes recommendations to the Board of Directors on capital improvements.
- Provides financial management **including** ~~which includes~~ oversight of customer billing, collections, accounts payable, and accounts receivable.
- Assures that all District operations comply with regulatory **(federal, state, and local)** requirements and completes and files all required reports in a timely manner.
- Maintains continuous awareness of administrative practices and recommends changes which increase the efficiency and economy of District operations.
- Manages and takes responsibility for all District human resources issues, including employment procedures, preparation of job descriptions, classification and pay, resolution of disputes, and employer-employee relations. Supervises all employees, which includes responsibility for hiring, training, assigning/reviewing work, establishing work schedules and locations, and approving leave and overtime. Prepares employee performance evaluations and delivers the evaluations to employees.
- Maintains up-to-date records, manuals, and operating procedures. Prepares monthly and annual reports for the Board of Directors of all significant activities in the District, including financial status and budget compliance, major operational or maintenance issues, capital improvement projects, water production and sales, water quality, and legal issues.
- Oversees development of agendas for meetings of the Board of Directors in cooperation with the Board Chair.
- Manages and reviews all work by consultants and contractors.
- Prepares leases and agreements with other agencies.
- Establishes and maintains positive working relationships with the Board of Directors, employees, other agencies, and the public.

~~Responsibility for execution of the Essential Functions may be delegated to other employees, with approval of the Board of Directors.~~

OTHER DUTIES

- Maintains and updates the District's web site and prepares quarterly communiques for customers via multiple delivery formats.
- Investigates alternative sources of income for the District, including water sales, leasing of water rights, and ~~state and federal~~ grants **and or** loans **(federal, state, and local.)**, ~~among others.~~
- Steps in and functions in place of any employee, as necessary, and **may** ~~performs~~ routine standby duty for operation of the water delivery system ~~as needed.~~
- Participates in the activities of other organizations, **with prior authorization of the Board Chair**, when that participation benefits the District and does not interfere with performance of the General Manager's other duties.

Responsibility for execution of the Essential Functions and Other Duties may be delegated to other employees, with approval of the Board of Directors. Support for execution of the Essential Functions and Other Duties may be provided by consultants, with approval of the Board of Directors.

MINIMUM QUALIFICATIONS

Education and Experience: High school diploma and a minimum of five years of progressively increasing experience in all aspects of water company operations, administration, and management.

Certifications and Licenses:

- ~~California Water Treatment Operator license, T2 level~~
- ~~California Distribution Operator license, D3 level~~
- California Class C driver license

Required Knowledge:

- Principles and practices of public administration including administrative analysis, fiscal planning and control, and policy and program development
- Principles and practices of water system operation, including extraction, treatment, and distribution, and emergency and disaster preparedness
- Laws, regulations, and legislative processes controlling District functions, programs, and operations
- Methods of research, analysis, and evaluation
- Organization, operations, and challenges of special districts
- Cost estimating and contract administration
- Public agency personnel administration and employer-employee relations
- Business-related computer hardware and software for word processing, accounting spreadsheets, database management, and web-site management

Required Skills and Abilities:

- Excellent written and oral communication skills
- Ability to communicate effectively with the public, employees, and the Board of Directors.
- Ability to plan, organize, coordinate, and direct the work of employees to achieve efficient overall operation and meet District goals
- Ability to exercise leadership, authority, and supervision tactfully and effectively
- Ability to ensure the timely and cost-effective completion of District projects, studies, and regulatory submittals
- Ability to maintain the District in sound financial condition while addressing long-term infrastructure needs

DESIRABLE QUALIFICATIONS

- B. S. degree in engineering, accounting, or business administration
- California Professional Engineer license
- California Water Treatment Operator license, T2 level or higher
- California Distribution Operator license, D3 level or higher
- Experience in engineering, construction, project management, **business/finance, information technology,** or field maintenance

