

POLICY TITLE: Job Description - General Manager
POLICY NUMBER: 1300 (Revised 11/18/15)

1300.10 General Job Description

The General Manager is the Executive Officer and Secretary and Treasurer of the District He/she administers the District and has exclusive management and control of the administration, operations and works of the District and its associated contracted services, subject to approval by the board of Directors. He/she provides day-to-day leadership for the District, and has general charge, responsibility and control over all property of the District. (District is Police, Fire, Sewer, Water and Administration)

The General Managers primary duties include:

Attending the board meetings of Lake Shastina Community Services District (LSCSD) and such other meetings as the board specifies from time to time.

Employing such assistants and employees as he/she deems necessary for the proper administration and operation of Lake Shastina, in accordance with Policy #1005, "Employee Status," subject to approval by LSCSD Board of Directors. He/she shall delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. His/her personnel management goal will be to provide a motivating work climate for District employees.

Assuring that all required county, state, and federal records and reports are compiled and submitted.

Maintaining cordial relations with all persons entitled to the services of the District, and attempting to resolve all public and employee complaints. He/she shall encourage citizen participation in the affairs of the District.

Seeking to carry into effect the expressed policies of the Boards of Directors, including planning the short, medium and long-term work programs for the District, and facilitating constructive and harmonious Board relations. He/she shall communicate the goals, objectives, and priorities of the District Board to the community.

Preparing the budgets for LSCSD.

Representing LSCSD to all outside agencies.

Defining and managing all capital improvement projects.

Managing all aspects of Human Resources.

Effectively working as a member of a problem-solving team to resolve, within set time schedules, a variety of tasks in support of the District.

1300.20 Prerequisite Qualifications. He/she shall possess a bachelor's degree in public administration, a related field, and/or shall have five (5) years experience in an increasingly responsible public agency management position. He/she shall possess a valid California driver's license. Knowledge of all accounting practices.

1300.25 Additional Desirable Qualifications. A master's degree in public administration or a related field is desirable.

1300.30 Salary Range: The General Manager's salary is determined by contract.

1300.40 Essential Job Physical Demands: Sitting; standing; stooping; bending; squatting; walking; driving vehicle; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls. Operation of telephone, two-way radio, computer, copier, facsimile machine, printers, and other related business machines, and access file storage facilities.

1300.50 Marginal Job Physical Demands: Occasional lifting and carrying up to 25 lbs.; pushing; and pulling.

1300.60 Environmental Demands:

Outside: Travels to do out-of-office business in a variety of weather conditions including, rain, snow and heat to +100 degrees Fahrenheit.

Inside: Usually works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to various colognes/perfumes, infrequent exposure to fumes/dust from printing cartridges.

Noise/Vibration: Business/office machines, heavy equipment.

1300.70 Mental Requirements:

Reading: Ability to read complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

Writing: Ability to write reports, memos, messages, and fill out information forms. Needs ability to use or quickly learn the latest versions of Microsoft Office software.

Math: Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use or quickly learn Excel spreadsheet software.

Attention to Detail: High level concentration and attention to detail for extended periods of time.

Repetition: Not a particularly repetitive job.

Judgment: Ability to manage, prioritize work, and make decisions regarding the operation of the services to the District. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of audit instructions in mathematical or verbal form, and deal with several abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals.

Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others. Ability to relate and communicate cooperatively with members of the public, Directors, and District personnel on a constant and face-to-face basis.