



SALTON COMMUNITY SERVICES DISTRICT

CLASS SPECIFICATION

GENERAL MANAGER

DEFINITION

Under minimal direction, the General Manager manages District operations to provide customers with safe and reliable services; provides professional and technical staff support, and assistance to the Board; coordinates all District activities with Federal, State, County, local and private agencies. The General Manager has the **DIRECT** responsibility of enforcing Departmental Policy and procedures as directed by the Board of Directors. Performs additional duties as required.

CONFLICT AND RELATED POLICY

State laws are in place, which attempt to eliminate any action by Board member SCSD that may reflect a conflict of interest. The General Manager is to adhere to all applicable Conflict of Interest laws.

DISTINGUISHING CHARECTERISTICS

This single incumbent position reports directly to the Board of Directors. Scope of work is highly complex in nature with management responsibility over units of the District. Incumbent works from general directives or broadly define missions of the organization as a whole. Erroneous decisions or recommendations could result in failure to archive 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 Administration Assistant, Board Secretary, CFO and Operations Manager.

EXAMPLES OF DUTIES

Duties may include, but are not 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.
- 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 education program, and coordinates media relations;
- Develops, implements, and monitors programs / projects for District newsletter, customer services surveys, benchmarking studies, and disasters recovery.
- Works with staff to resolve customer complains.
- Develops monitors, evaluates and reclaims district possibilities, benchmarks other agencies on the new technologies.
- Secures District contracts; serves as principle purchasing agent.
- Confers with District Counsel and Developers.
- Manages contractors and consultants ensuring District standards, policies, and directives are maintained.

MINIMUM QUALIFICATIONS

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

TRAINING AND EXEPRINCE

Ten years of experience in a Special District or similar agency. A minimum of five years must be in supervision.

KNOWLEDGE OF

- Day to day maintenance, operations, structure, and function of District systems.
- Budget development, analysis, and financial strategies.
- Long range planning.
- Regulatory and legal requirements of Special District.
- Interrelationship between District and land use decisions.
- Technology related to SCSD resources and business management.

ABILITY TO

- Communicate and interact effective both with diverse individuals and with large groups of people with conflicting interest.
- Plan, organize, schedule, and coordinate activities and set priorities under changing conditions.

- Establish and maintain effective, pleasant, and cooperative working relationship with Board members, employees, official and the general public.
- Supervise, motivate, inspect and evaluate the work of employees and outside contractors.

Skill IN:

- Think through complex issues and recommending sound alternatives and solutions.
- Negotiating complicated contracts.
- Principles and practices of business management.
- Verbal and written communication.
- Multitasking.

LICENSE/CERTIFICATES

Possession of a valid Class C California State operators license with a driving record acceptable to the district.

This job specifications 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.

Application can be found online at the CSDA.net webpage look for the Tab that says Member Resources and click on Career Center. You can also come to the Office and fill out an application for the position and attach a Resume and Cover Letter to the application.