



Tuolumne Utilities District  
Job Description  
**GENERAL MANAGER**

POSITION:	General Manager	DEPARTMENT:	General Manager
REPORTS TO:	Board of Directors	FLSA Status:	Exempt
PAY RANGE:		DATE PREPARED:	July 2006
INCUMBENT:			

**General Description:**

Under policy direction of a five-member elected Board of Directors, provides executive direction of all functions, services, and activities of the District. Directs the development of overall goals, objectives and policies. Oversees the operating and capital improvement budgets. Serves as the primary liaison for the District with a variety of city, county, state, and federal agencies. Performs other related work as required.

**Essential Functions:** - *Essential responsibilities and duties may include, but are not limited to, the following:*

1. Provides overall executive direction of day-to-day and long-term operations and activities of the District, organizing and assigning responsibilities, and directing and overseeing the management provided by subordinate managers.
2. Within guidelines established by the Board, directs the establishment of overall strategic plans, long-term goals, and objectives.
3. Keeps the Board of Directors advised of District activities and laws, issues or problems that may affect District operations.
4. Represents the Board of Directors and the District in contacts with various federal, state and local government agencies, community groups and businesses, and other professional organizations.
5. Negotiates a variety of contracts and agreements on the District's behalf.
6. Provides general direction on the design, construction, operation, and maintenance of District facilities.
7. Oversees preparation and implementation of the annual District budget.
8. Monitors and implements all personnel rules and regulations.
9. Responds to and resolves difficult and sensitive customer inquiries and complaints.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Knowledge of:

- ♦ Principles and practices of executive management and leadership, including planning and organizing responsibilities, motivation and delegation of authority.
- ♦ Functions, authorities, and responsibilities of water districts.
- ♦ Applicable federal, state, and local laws, codes and regulations relative to water treatment and distribution, and wastewater collection, treatment and disposal.
- ♦ Techniques and methods for long-term planning, goal setting, and establishing objectives.
- ♦ Administrative, fiscal, and human resources management principles and practices.
- ♦ Principles and practices of construction and service contract negotiations and administration.
- ♦ Fundamentals of safety and risk management.
- ♦ Operation and application of Microsoft word processing and spreadsheet software applications.

### Ability to:

- ♦ Plan, organize, and direct work at the executive level.
- ♦ Work effectively with Boards of Directors, other utilities and governmental agencies, the public, and others contacted in the course of the work.
- ♦ Plan, establish, and implement programs, services, capital improvements, goals, objectives, policies and procedures.
- ♦ Monitor and control fiscal and revenue activities.
- ♦ Analyze complex management and operations problems, evaluate alternatives, and direct changes.
- ♦ Identify and respond to issues and concerns from the general public and the Board of Directors.
- ♦ Communicate effectively orally and in writing, including written reports and oral presentations.
- ♦ Establish and maintain cooperative and effective working relationships with those contacted in the course of the work.

### **Physical Demands:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear to effectively interface with other staff members and the public; maintain the capacity to sit at a

computer for a period of time; walk, stand, kneel, climb, stoop, bend, squat; and use hands and fingers to write and to handle, grip and operate office equipment and drive a District vehicle.

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

**Work Environment:**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Inside: The majority of the job activities are performed indoors in a temperature-controlled environment.

Noise/Vibration: Minimal exposure to noise generated from the operation of office equipment.

**Other Requirements:**

Education/Certification: Bachelor's degree from an accredited college or university in public or business administration, management, engineering, political science, or a related field.

Must possess a valid California driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles.

Experience:

Five years' experience in the administration of a public utility or comparable agency or firm.  
Two years' experience working with an elected Board of Directors.