

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: General Manager

DEPARTMENT: Administration	ACCOUNTABLE TO: Board of Directors	FLSA STATUS: Non-Exempt
SALARY RANGE:	UNCLASSIFIED	
<p>CLASS SUMMARY: Incumbent is responsible for leading and directing the operations of the Padre Dam Municipal Water District which provides water, wastewater, recycled water, and Park and Campground services. Duties include: determining Board agenda items; making recommendations regarding operations, finances, capital improvements and policies; leading long range and strategic planning activities; establishing high priority goals and objectives; monitoring employee relations, conducting labor negotiations; directing and reviewing the preparation of Padre Dam's budget; implementing policies and directives of the Board; ensuring compliance with Padre Dam's mission, goals and objectives; providing resources to departments; and, making final decisions on hiring, firing and disciplinary actions.</p>		
<p>DISTINGUISHING CHARACTERISTICS: This is a stand alone classification and is distinguished from other management classes in that it serves as the Chief Executive Officer for the Padre Dam Municipal Water District.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Leads long range planning efforts which includes all aspects of Padre Dam's operations.	Daily 30%
2.	Facilitates Padre Dam Board governance by determining the agenda and making recommendations.	Daily 20%
3.	Monitors labor relations and employee relations. Makes the final decisions on hiring, terminations and disciplinary actions.	Daily 10%
4.	Prepares Padre Dam budgets and reviews and monitors Padre Dam financial operations.	Daily 10%
5.	Oversees and directs the activities of all departments.	Daily
6.	Implements policies and directives of the Board of Directors by ensuring compliance with Padre Dam's goals and objectives.	Weekly 5%
7.	Ensures that departments have resources necessary to do their assignments and projects.	Weekly 5%

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8.	Establishes high priority goals and objectives annually, quarterly and monthly with the Management Team in order to implement Board adopted goals.	Mnthly 5%
9.	Performs other duties of a similar nature or level.	As Required

Knowledge (position requirements at entry):

- Water District's Operations;
- Long range planning;
- Human Resource Management;
- Financial Management;
- Applicable laws, rules and regulations.

Skills (position requirements at entry):

- Creating long range strategic plans;
- Managing finances;
- Facilitating team management meetings;
- Giving presentations;
- Developing and implementing directives and goals;
- Managing Water District operations;
- Managing Human Resources;
- Resolving problems;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Master's Degree in Public Administration, Business Management or a related field and seven years increasingly responsible administrative/management experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Valid California Driver's License.

Physical Requirements:

Positions in this class typically require: talking, hearing and seeing.

Incumbents may be subjected to travel.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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Classification History:
Date: 4/98; 10/01