

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Chief Executive Officer/General Manager

DEPARTMENT: Administration	ACCOUNTABLE TO: Board of Directors	FLSA STATUS: Exempt
SALARY RANGE:	UNCLASSIFIED	
<p>CLASS SUMMARY: The Chief Executive Officer/General Manager is responsible for overall operations of the Padre Dam Municipal Water District. Duties include: Implementing policies and directives of the Board; recommending long term strategic techniques and plans to achieve Padre Dam’s mission of providing safe and reliable water, sewer, wastewater and recreational services in a cost efficient manner; providing staff assistance to the Board of Directors; preparing, submitting, presenting and providing recommendations to the Board for 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; 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 overseeing a \$53 million annual budget and \$243 million infrastructure with authority to manage the day to day operations of the District in carrying out the policies of the Board of Directors.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Leads long range planning efforts which includes all aspects of Padre Dam's operations. Creates multi-year budget/rate models for Board consideration to achieve a stable operating plan. Provides implementation strategies for preventative maintenance and infrastructure improvements to maximize economic life of the system for the benefit of the customer.
2.	Provides staff assistance to the Padre Dam Board of Directors; prepares, submits, and presents staff reports and other necessary correspondence to the Board including reports of finances and administrative activities; keeps Board of Directors advised of financial conditions, program progress, present and future needs of Padre Dam; prepares recommendations and advises the Board on matters requiring legislative action.
3.	Monitors labor relations and employee relations. Makes the final decisions on hiring, terminations and disciplinary actions.
4.	Prepares Padre Dam budgets and reviews and monitors Padre Dam financial operations.
5.	Oversees and directs the activities of all departments.
6.	Implements policies and directives of the Board of Directors by ensuring compliance with Padre Dam's goals and objectives.
7.	Ensures that departments have resources necessary to do their assignments and projects.
8.	Establishes high priority goals and objectives annually, quarterly and monthly with the Management Team in order to implement Board adopted goals.
9.	Oversees and monitors the Workforce Partnership, assuring it is successfully and efficiently utilized.
10.	Performs other duties of a similar nature or level.

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Knowledge (position requirements at entry):

- Water District's Operations;
- Long range planning;
- Human Resource Management;
- Financial Management;
- Current social, political, and economic trends and operating problems affecting Padre Dam government and service;
- Effective management tools utilized in private sector;
- 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):

Bachelor's Degree from an accredited college or university with major course work in public administration, business management, law, engineering 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. A Master's Degree from an accredited college or university in public administration, business management, law, engineering, or related field preferred.

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.

Classification History:

Date: 4/98; 10/01; 5/09; 8/10