
SPALDING COMMUNITY SERVICES DISTRICT

POLICY HANDBOOK

POLICY TITLE: Job Description – General Manager

POLICY NUMBER: 2950

GOVERNMENT CODES: 61002(f), 61051(a,b,c,d)

2950.1 Description. The General Manager is an “at will” employee and shall execute the daily operations of the District and works under the direction and pleasure of the Board of Directors. The General Manager administers the District and has exclusive management and control of the operations and works of the District, subject to approval of the Board of Directors, and provides day-to-day leadership for the District. The General Manager has general charge, responsibility and control over all property of the District.

2950.1.1 The General Manager attends all meetings of the District’s Board of Directors and other such meetings as the Board of Directors specifies.

2950.1.2 The General Manager employs such assistants, other employees and volunteers who have signed disclosure agreements deemed necessary for the proper administration of the district and, the proper operation of the works of the District, in accordance with Policy# 2330 “Compensation ,” subject to approval by the Board of Directors and the Budget of the District. The General Manager delegates, has authority over and directs all employees including terminating for cause. The General Manager’s goal will be to provide a positive work environment for District employees.

2950.1.3 The General Manager maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. The General Manager shall encourage citizen participation in the affairs of the District.

2950.1.4 The General Manager seeks to carry into effect the expressed policies of the Board of Directors, including facilitating the strategic planning for the district, as well as constructive and harmonious relations with the Board of Directors. The General Manager shall communicate the goals and objectives of the Board Of Directors to the community.

2950.1.5 The General Manger shall prepare and manage the District budget, manage employees, conduct studies, coordinate with other agencies when necessary and make oral and written presentations.

2950.1.6 The General Manager shall review and implement policies adopted by the Board of Directors and make appropriate recommendations to the Board of Directors.

2950.1.7 Perform the annual evaluation of employees.

2950.1.8 Keep the Board of Directors informed of potential significant sources of funds and/or grants that may be available to implement present or contemplated District Programs.

2950.1.9 Prepare, submit and manage the monthly financial reports as well as the annual budget and any revisions that arises to the Board of Directors.

2950.1.10 Keep current and maintain professional knowledge and abilities including education, certification and qualifications for themselves and the staff.

2950.1.11 Establish and maintain positive public relations and cooperative relationships with the community, District employees, other agency personnel and the Board of Directors.

2950.1.12 Review all District operations. Define District goals and objectives for Board of Director review.

2950.1.13 Act as custodian of District property and resources. Maintain a monthly Inventory list as well as maintenance reports of District Property and resources. An Annual updated inventory list will be provided to the Board of Directors.

2950.1.14 Serve as a representative of the Board of Directors of the District with respect to employer/employee matters as requested by the Board of Directors.

2950.1.15 Perform all duties as the Secretary of the Board.

2950.2 Qualifications: Any skill set that provides the ability to perform the duties of this position including education and a minimum of 5 years' experience in Government Service or private industry in management or a supervisory position. Possess a valid California Driver's license. (I researched this and a person is required to have a Calif Driver's license within 10 days of accepting a job in Calif.). Bachelors degree in Public or Business Administration or related field is desired.

2950.3 Essential Job Duties:

2950.3.1 Task: Preparing correspondence, legal documents and forms, etc.; operates safely all standard office equipment.

Physical Demand: Sitting, standing, stooping, bending, squatting, kneeling, pulling and carrying up to 25 lbs close vision, speaking, hearing, use of hands to perform tasks.

2950.3.2 Task: Assistance and interaction with customers, vendors, contractors, consultants, etc.

Physical Demand; Sitting, standing, stooping, bending, squatting, kneeling, pulling and carrying up to 25 lbs close vision, speaking, hearing, use of hands to perform tasks.

2950.3.3 Task: Attendance of and preparation for meetings.

Physical Demand: Sitting, standing, stooping, bending, squatting, kneeling, pulling and carrying up to 25 lbs close vision, speaking, hearing, use of hands to perform tasks.

2950.3.4 Filing:

Physical Demand: Sitting, standing, walking, close and distant vision, bending, squatting, kneeling, pulling and carrying up to 25 lbs close vision, speaking, hearing, use of hands to perform tasks.

2950.3.5 Task: Interacts with other special districts, county, state and federal agencies. To obtain information, and to respond to inquiries for information from same, in accordance with the law.

Physical Demand: Sitting, standing, walking, close and distance vision, hearing, driving a vehicle.

2950.3.6 Task: Communicate with District customers and members of the public having an interest in District affairs, to provide requested information and resolve complaints and/or problems, in accordance with the law.

Physical Demand: Sitting, standing, walking, close and distance vision, hearing.

2950.4 Environmental Demands:

2950.4.1 Outside: Travels in a variety of weather conditions including, rain, snow and heat to +100 degrees F.

2950.4.2 Inside: Usually works indoors in temperature-controlled Environment.

2950.4.3 Affluents/Fumes/Gases: Exposure to various colognes/perfumes; infrequent exposure to fumes, dust and affluents from other environments or equipment.

2950.4.4 Noise/Vibration: Business office machines, and operational field equipment.

2950.5 Mental Requirements:

2950.5.1 Reading: Reads complex manuals and instructions including letters, reports, memos, messages, etc.

2950.5.2 Writing: Writes reports, memos, messages and fills out information forms.

2950.5.3 Math: Ability to work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

2950.5.4 Attention to Detail: High level concentration and attention to detail for extended periods of time required to do reports and spreadsheets.

2950.5.5 Repetition: Repetitive data entry.

2950.5.6 Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. 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.

2950.5.7 Social Skills: Ability to relate cooperatively with members of the public, Board of Directors, and District personnel on a constant and face to face basis.

2950.5.8 Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communication from others.

2950.6 Compensation Range: As negotiated by the Board of Directors.