

Goleta Sanitary District Job Description

Job Title: General Manager/District Engineer
Department: Administration
Reports To: District Governing Board
FLSA Status: Exempt (Employment Contract)

SUMMARY

In accordance with an Employment Contract with the District and under direction of the Governing Board, the General Manager is responsible for all District operations including administrative affairs and engineering functions; presents the Board's policies and programs to employees, community organizations, other government agencies and the general public; controls the District's annual budgets and critical financial affairs; reviews budget requests and makes recommendations to the Board on final expenditure levels; is responsible for employer-employee relations; serves as District Engineer; and performs such other work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Serves as the General Manager/District Engineer for the Goleta Sanitary District.
- Provides advice and consultation to the Board on the development of District programs and policies.
- Coordinates the preparation of the agenda for Board meetings.
- Conducts a variety of special studies and surveys to determine the effectiveness of District programs and services.
- Presents the Board's policies and programs to employees, community organizations, other government agencies and the general public.
- Reviews budget requests and expenditures.
- Oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels.
- Continuously monitors administrative practices and recommends changes which increase the effectiveness and efficiency of District operations.
- Has responsibility for District personnel matters, including employer-employee relations, employment procedures, grievances and affirmative action.
- Oversees negotiations with employees or their representatives.
- Prepares grant applications and oversees expenditure controls.
- Prepares leases and agreements with other agencies.
- Oversees the preparation of engineering designs, including the review of submittals by architects, engineers and builders.
- Confers with developers and recommends procedures consistent with District engineering standards and practices.
- Reviews and modifies District construction standards and specifications.
- Prepares long term Capital Improvement Plans for development of District facilities and financing.
- Oversees and supervises services provided by outside consultants and legal counsel
- Other duties as may be assigned.

QUALIFICATIONS:

The General Manager/District Engineer must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development.
- Principles, practices and methods of civil engineering with application to water and wastewater utilities and public works.
- General legal requirements applicable to sanitary district functions, programs and operations.
- Organization, operations and problems of special districts.
- Budgeting principles and practices.
- Personnel and employer-employee relations.
- Principles of supervision, training and management.

ABILITY TO:

- Plan, organize, coordinate and direct the work of staff to achieve efficient operations and meet program goals.
- Exercise leadership, authority and supervision tactfully and effectively.
- Prepare and administer District budgeting and fiscal controls.
- Collect and analyze data on a variety of topics.
- Prepare concise and comprehensive reports.
- Coordinate the preparation of Board agendas.
- Solve complex engineering problems utilizing a variety of techniques.
- Direct technical engineering research work.
- Review designs, plans and specifications.
- Provide advice and consultation to the Board on the development of ordinances, regulations, programs, policies and services.
- Communicate well during public presentations.
- Effectively present the District's policies, programs and services to employees, community organizations, other government agencies and the general public.
- Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

Possession of a Bachelor of Science degree in Civil Engineering from an accredited four year university or college. Must have broad and extensive work experience in a management or administrative position, requiring the responsibility for the formulation and implementation of programs, fiscal systems and services. A minimum of 10 years experience in management of municipal infrastructures.

CERTIFICATION, LICENSES AND REGISTRATIONS:

Possession of the category of California driver's license required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of a valid California driver's license of the required category, compliance with established District vehicle operation standards and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment. Possession of a valid certificate of registration as a Civil Engineer issued by the California Board for Professional Engineers, Land Surveyors, and Geologists.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to and respond to questions from District employees and members of the District's Board, community organizations, other government agencies, and the general public.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with multiple abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here 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 stand, talk and hear. The employee frequently is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

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

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; strength to lift and carry office materials weighing up to 20 pounds; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.