



ROSS VALLEY SANITARY DISTRICT

2960 Kerner Blvd
San Rafael, CA 94901
(415) 259-2949 ~ rvsd.org

JOB DESCRIPTION

| TITLE | SALARY | DATE | REVISION |
|-----------------|---|------------------|----------|
| General Manager | By contract | January 25, 2011 | 1c |
| NOTES | The General Manager position is a revised title for historical district position of District Manager. | | |

INTRODUCTION

The Ross Valley Sanitary District is located in beautiful and culturally rich Marin County, halfway between San Francisco and California's famous wine country. Founded in 1899, RVSD is one of the oldest sanitary districts in Marin County. It provides wastewater collection for the 55,000 residents of the Ross Valley towns and communities of: Fairfax, San Anselmo, Ross, City of Larkspur (including Bon Air), and the unincorporated areas known as Sleepy Hollow, Kentfield, Kent Woodlands, Oak Manor, Greenbrae, Murray Park, San Quentin Village, and California State Prison at San Quentin.

This position requires a highly-motivated individual who will serve under the direction and supervision of the District Board of Directors. The position plans and manages the affairs of the District and directs staff in all functions and operations. The General Manager represents Board policy and programs with employees, community organizations, and the general public. The position reviews all budget requests and makes recommendations to the Board on final expenditure levels; manages all labor/management activities; and, performs all related work as required.

This is an executive management level classification responsible for providing direct supervision to the Chief of Operations, District Engineer, Business Manager, and Administrative Assistant and exercises both direct and indirect supervision for all other staff as required.

ESSENTIAL KNOWLEDGE, DUTIES AND RESPONSIBILITIES

- Depending upon assignment, duties may include, but are not limited to:
- Overall day-to-day management of the District; coordination of both long-term and short-term planning, directs, coordinates and evaluates the general activities of the District so as to render the utmost service to the citizens compatible with the legal responsibilities established and the economic resources available.
- Representing the Board's policies and programs with employees, community representatives and other government agencies.
- Maintaining continuous awareness of administrative practices and recommending changes, which increase the economy and efficiency of District operations.
- Arranging for the services of consultants and overseeing their work.
- Establishing and organizing the departments and functions of the District, including direction and supervision of management staff concerning the administration, engineering, construction, inspection, operation and maintenance of the District, including, but not limited to:
 - Providing advice and consultation on the development of District programs and policies.
 - Establishing departmental goals, objectives, and schedules for the Maintenance Superintendent, Inspection Supervisor, Business Manager, and Administrative Assistant.
- Implementing, administering, and enforcing the policies and programs adopted by the District Board of Directors, including, but not limited to:
 - Acting as spokesperson/representative for the District in situations including, but not limited to, representing the District in negotiations and conferences conducted by and with the community and civic organizations, governmental and legislative bodies, contractors, trade, technical, professional associations, groups, etc.
 - Working in conjunction with the District's attorneys and consultants to recommend to the Board of Directors changes needed to: rules and regulations; fees and charges; and specifications and requirements controlling the construction, repair, maintenance and operation of sewage systems. Said recommendations to be reviewed and acted upon by the District Board of Directors.

- Conferring with private individuals, firms, organizations and local, state and federal agencies in the implementation and coordination of programs, projects and various activities.
 - Meeting with the public to disseminate information regarding District regulations and ordinances.
- Administering the human resources management affairs of the District, including, but not limited to:
 - Recommending and administering programs for equitable compensation, classification, recruitment and selection, performance management, policy and procedures and other personnel administrative programs.
 - Administering the District's employee relations program, including progressive discipline and grievance handling.
 - Administering all the labor/management programs, including serving as the Board's management representative.
- Administering the fiscal affairs of the District, including, but not limited to:
 - Preparation of the District's annual budget for review and adoption by the District Board.
 - Controlling expenditures authorized in the budget.
 - Preparing various cost studies regarding District expenses and sewer service charge needed, including related garbage franchise studies.
 - Charging assessments and taxes.
 - Overseeing preparations for bids and specifications for capital expenditures.
- Overall responsibility for the operation and maintenance of the District's collection system, pumping stations and force mains, and directs the District's capital improvement program to assure that improvements are made in a sound engineering and cost-effective manner. Responsibilities include, but are not limited to:
 - Keeping the District maps and records up-to-date.
 - Maintaining records concerning compliance with regulatory agencies.
 - Supervising general mapping and engineering office work and engineering field work, including construction inspection.

- Supervising the preparation of engineering studies, reports, designs, specifications, and cost estimates and does related work, as required.
- Supervising the inspection of plans and specifications for compliance with accepted standards, regulations and safety codes.
- Providing inspections for all construction related to District facilities.
- Establishing programs for collection system's maintenance.
- Servicing as right-of-way agent regarding construction projects.
- Overseeing preparation of bids and specifications for capital improvements.
- Making available maps of the District showing the location of sewer lines.
- Answering questions and giving advice relative to connection to the District's main sewer lines.
- Planning and arranging the holding of annexation, bond, and general District elections, including, but not limited to:
 - Supervising the preparation of annexation maps and descriptions of lands to be annexed to the District, and checking the maps and descriptions of said lands as prepared by other engineers.
 - Computing fees payable to the District relative to annexation and connections.
 - Providing District's Legal Counsel with data, as needed
- Appearing as an expert witness regarding District matters.

Special abilities/knowledge:

- Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development.
- Principles and practices of management, organization, personnel administration, supervision, training, and performance evaluation and staff development, including and understanding the importance of authority, responsibility, accountability, motivation and delegation.

- California Administrative Code and Health and Safety Code for special district administration applicable to water and sanitary district functions, programs and operations.
- Principles and practices of municipal accounting, budgeting, and financial record keeping.
- Construction practices, procedures, methods, materials, tools, equipment, and supplies, as applicable to the construction of public and private sewers, collection system pump stations, and related appurtenances.
- Codes, regulations, specifications, ordinances, laws, practices, and enforcement procedures pertaining to the inspection and regulation of construction of public and private sewers, collection system pump stations, and related appurtenances.
- Civil, structural, mechanical, and electrical engineering as it relates to the construction of public and private sewers, collection system pumping stations, and related appurtenances.
- Plan, organize, coordinate and direct the work of staff to achieve efficient operations and meet program goals.
- Understand the organization and operation of the District and related outside agencies as necessary to carry out assigned responsibilities, including, but not limited to:
 - Interpret and apply District policies, procedures, and rules with good judgment, tactfully and courteously, while carrying out a variety of administrative assignments.
 - Comprehend and interpret complex rules and regulations.
 - Coordinate the preparation of Board meeting agendas.
- Communicate effectively, both orally and in writing, with those contacted in the course of work, including, but not limited to:
 - Communicate effectively during public presentations.
 - The ability to use tact/diplomacy and establish/maintain cooperative working relationships.
 - Tactfully and effectively exercise leadership, authority, and supervision.
 - Give instruction and take feedback in a cooperative and positive posture.
 - Prepare concise and comprehensive reports.

- Plan, direct, coordinate, and review activities related to recording and reporting financial data and personnel management, including, but not limited to:
 - Direct budgetary and fiscal control programs.
 - Provide payroll, personnel, and employee health benefits management.
 - Plan, organize, direct, and supervise the work activities of others as related to general office functions, purchasing procedures, and building maintenance.

EDUCATION/EXPERIENCE REQUIREMENTS

A Bachelor's Degree from an accredited four-year college or university with major coursework in engineering, construction, business, or management; **AND**, extensive work experience in a management or administrative position requiring the responsibility for the formulation and implementation of programs, fiscal systems, and service with at least three (3) years in a management or supervisory position.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid California Class C driver's license at the time of application and maintain a valid license throughout employment.

PHYSICAL AND LEADERSHIP REQUIREMENTS

- Sitting at desk and at meetings for long periods of time: 60 - 80% (Heavy PC use)
- Standing: 5-10%
- Walking: 5-10%
- Bending Stooping/ Lifting up to 35 pounds: 5-10%
- Both large and fine hand movements
- Interact with public
- Create reports, memos, presentations, maps, e-mails, and performance measures
- Analyze organized and unorganized data and make recommendations
- Manage employees toward specified goals and objectives

- Inspect paperwork (e.g. spreadsheets, reports, memos, authoritative literature)
- Operate passenger vehicles occasionally
- Be able to work in an office environment and maintain professional relationships
- Be capable of facilitating and leading small and large groups
- Be capable of demonstrating ethical and structured business practices
- Be capable of holding employees accountable
- Be capable of encouraging and coaching employees
- Be capable of making decisions that further the goals and objectives of the District
- Be proficient with time management and task allocation limits
- Dress in a professional manner consistent with executive standards
- Be available for all District Board meetings, and other functions as required
- Other requirements as necessary or directed