



Title: **GENERAL MANAGER/GENERAL COUNSEL**

Salary Code: Band A
Effective Date: 09/15/15
FLSA Designation: Exempt

GENERAL DESCRIPTION

Under policy direction of the Board of Directors, directs, coordinates, and reviews the activities and operations of the District; and serves as administrative head of the District in its relations with the public, legislative bodies, and federal, State, and local public agencies.

DISTINGUISHING FEATURES

General Manager/General Counsel is a managerial classification appointed by the Board of Directors. The individual in this class is distinguished by its chief executive responsibility for the supervision and control of the administrative, operational, and financial affairs of the District, including all administrative, executive, and ministerial powers not specifically reserved by law or codes to the Board of Directors or its officers.

EXAMPLES OF WORK PERFORMED

The information listed below is meant to serve as examples of the job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Responsible to the Board of Directors for implementing its policies, decisions, and actions, and, if qualified, provides legal advice to the Board in consultation with the General Counsel.
2. Determines administrative policies, programs, and procedures; directs their execution, and evaluates their results.
3. Directs, administers, and supervises the activities of the various divisions in the District to ensure that the District's goals and objectives are being met in an effective and efficient manner.
4. Directs the preparation of studies, reports, and documents for submission to the Board of Directors with respect to recommendations for policy determination and administrative direction of the District.
5. Directs the preparation of the District's annual budget and financial affairs, including long- and short-term capital projects, assessments and water sales, and presents the annual budget to the Board of Directors for approval and adoption.
6. Directs and supervises the activities of the legislative representatives in Sacramento, California and Washington, D.C.
7. Plans, coordinates, and establishes priorities of all District services, projects, and contracts.
8. Assists in developing Board policies, rules, and regulations and is responsible for their implementation.

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CLASSIFICATION REQUIREMENTS

Education and Experience: Any combination of equivalent education and experience that has led to the acquisition of the knowledge and abilities required by the position. A typical way of acquiring these knowledge and abilities would be:

A bachelor's degree **and** ten (10) years of experience in a water utility district or organization, including five (5) years in a high-level administrative capacity.

Knowledge of:

- Applicable State and federal water laws.
- State and federal legislative processes.
- Principles of organization and management necessary to analyze, evaluate, and direct a variety of different programs, functions, or systems.
- Principles of governmental fiscal management, budgetary control, taxing principles, and bond sales.
- The operation of the Central Valley Project and the State Water Project.
- The principles and practices of public personnel administration.

Ability to:

- Direct an organization engaged in a number of diverse functions or programs.
- Establish and maintain liaison with legislative and other governmental bodies.
- Interpret and apply Federal, State, and local laws to the administration of District policies, programs, contracts, and services.

DESIREABLE QUALIFICATIONS

- Possession of a Juris Doctor Degree and membership in the State Bar of California.

WORKING CONDITIONS

- Possess physical characteristics to perform the critical and important duties of the job.
- Work hours other than normal work schedule.

STANDARD REQUIREMENTS

- Possession of a valid Class C California Driver's License with a driving record acceptable to the District's automobile insurance provider is required.