

**POSITION: GENERAL MANAGER**  
**FLSA STATUS: EXEMPT**  
**CURRENT GRADE: CONTRACT**  
**DATE : June 8, 1983**  
**REVISION DATE : February 2018**

**PURPOSE:**

Under policy direction from the Board of Directors, provides overall direction and leadership to the District in alignment with board policies. Directs, organizes, coordinates, and reviews the overall activities and operations of the District through its managerial staff; serves as administrative head of the District in its relations with the public, legislative bodies, and State and local public agencies.

**DISTINGUISHED CHARACTERISTICS:**

This is a managerial classification appointed by the Board of Directors. This is a single position class. The individual in this class is distinguished by its chief responsibility for the supervision and control of the administrative, operational, and financial affairs of the District. The General Manager also serves as the Secretary of the District's Board of Directors, as an officer.

**EXAMPLES OF DUTIES (ESSENTIAL FUNCTIONS):**

- Responsible to the Board of Directors for implementing its policies, decisions, and actions
- Anticipates, identifies, and presents policy issues to the Board of Directors; Advises the Board of Directors in consultation with General Counsel
- Determines administrative policies, programs, and procedures; directs their execution, and evaluates their results
- Represents the District in the capacity as a member in various committees and boards
- Assists in developing Board policy, rules, and regulations; is responsible for their implementation; directs and prepares studies, reports, and other documents to inform the Board; presents information to the Board of Directors
- Coordinates with General Counsel and outside counsel on legal issues affecting the District
- Serves as the primary change agent, communicating vision to stakeholders; responsible for the effective direction, operation, and control of the key activities of the District including: water operations, construction, maintenance
- Serves as the representative of the District for media, public relations, to outside groups and organizations, and participates with the outside community and professional groups and committees, commissions, and meetings with various agencies; ensures the District's interests are represented with customers, stakeholders, government agencies, the financial community and the public with a high degree of diplomacy
- Establishes and maintains a high degree of trust with all stakeholders; effectively communicates and coordinates with the Board, the staff, the public, customers, and other stakeholders

- Builds and maintains positive working relationships with the Board of Directors, co-workers, other District employees and the public using principles of good customer service
- Successfully brokers and negotiates association, municipal agency, state, federal, and other complex or high dollar agreements on behalf of the District
- Develops and annually updates the strategic plan and long-term objectives consistent with the mission of the District
- Directs, reviews, and manages the preparation of financial information including the annual budget, projects, assessments, and water sales
- Plans, coordinates, and establishes priorities of all District services, projects and contracts
- Selects, trains, motivates, and evaluates department heads and maintains discipline and high standards necessary for the efficient and professional operation of the District
- Directs, administers, and supervises the activities of the various departments to ensure that the District's goals and objectives are met effectively and efficiently; unifies the team
- Communicates the mission and overall standards of responsibility for all operating units
- Establishes departmental responsibilities and coordinates functions among departments and sites; establishes realistic, attainable performance standards
- Directs human resources activities, including the approval of human resource plans or activities, the selection of high-level staff, and organization of departments; assumes responsibility for personnel matters (i.e. grievances, classification and pay, employer-employee relations, etc.)
- Reviews technical and administrative reports and studies
- Prepares written correspondence as necessary
- Approves and signs correspondence, documents, contracts or reports
- Commits to continuous development for self; empowers and develops others
- Maintain a strong sense of loyalty to the water industry
- Performs related duties as assigned

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- California water resources development;
- Water law and water rights under California law;
- The Kings River "blue-book" water rights agreements of the KRWA;
- The operation of federal flood control projects and the Central Valley Project;
- Organization and management of irrigation and water districts
- Operation of other irrigation and water districts contracting for water service with the United States or the State of California;
- Principles of organizational management, planning, staffing, supervision, and employee development
- Principles and practices of public personnel administration
- Principles and practices of water supply development, chemical and biological aspects of water pollution, local water problems, including their relationships to State and regional plans.

- Political process at the federal, state, and local level
- Principles of governmental fiscal management, budgetary control, taxing principles, and bond sales

**Skills and Ability to:**

- Effectively represent the District with the public, other government agencies, contractors, developers, consultants and attorneys
- Establish and maintain cooperative working relationships
- Plan, organize, manage, and develop District functions, particularly as they affect irrigation, flood control, water distribution system development, water conservation, water pollution, and wastewater treatment
- Use computer systems and software packages related to District operations and functions
- On issues involving the District, maintain an active relationship with community leaders, federal and state regulatory agencies, and elected policy makers on issues involving the District
- Delegate major responsibilities and establish accountability for achieving results
- Communicate effectively, orally and in writing, with the Board of Directors, all staff, the media, and the public
- Effectively evaluate the performance of staff reporting directly to the General Manager

**INTERNAL AND EXTERNAL CONTACTS**

**Internal Contacts:**

- District General Counsel, Assistant General Manager, Controller, Chief Engineer, administrative staff, department heads, engineering staff, and construction/maintenance crews
- Board of Directors
- Represents the District on various committees

**External Contacts:**

- City of Fresno and County of Fresno agencies; City of Clovis agencies, Central Valley Contractors, Bureau of Reclamation, Kings River Water Association and other water agencies, federal, state, and local elected officials, Cal Trans, developers and contractors, attorneys, growers, and landowners.

**EDUCATION AND EXPERIENCE**

Any combination of education and experience, which would likely provide the necessary knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of a Bachelor of Arts or Science Degree in Business Administration, Public Administration, Agricultural Business, Agricultural or Civil Engineering with an emphasis in water resources or closely related field from an accredited college
- A minimum of ten (10) years of increasingly responsible professional experience in a public agency (water district preferred), with a minimum of five (5) years in a high-level administrative capacity

Certificates and Licenses:

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for the most recent consecutive two (2) years. The driving record will not contribute to an increase in the District's automobile rates.

**The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.**