



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

Job Title: General Manager
Department: Administrative Services
Supervised By: Board of Directors
FLSA Status: Exempt
Revised as of: June 2017

JOB SUMMARY

To act as chief executive of the agency; and to work through subordinate managers to administer and direct the overall activities and operations of the District.

The General Manager is appointed by the Board of Directors in accordance with California Public Utilities Code Section 16111 (d) and is delegated the authority to have full charge and control of all District activities.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Directors.

Exercises direct supervision over management and administrative support personnel.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Direct and participate in the development of District goals, objectives, policies and procedures.
- Prepare and submit to the Board of Directors plans, programs and budgets required to accomplish the goals and objectives of the District.
- Identify, establish and prepare policy development.
- Prepare and submit monthly activity reports to the Board of Directors.
- Direct and participate in creative solutions for all issues and/or problems related to Administration, Finance, Public Works and Recreation departments as well as general District activities.
- Organize, plan, and present to both internal and external constituents with or without advance notice.
- Possess full knowledge of all District plans, programs, budgets, policies and activities.
- Develop and enforce ordinances, rules, regulations and policies of the District.
- Act as District representative with respect to all services provided with complete authority to transmit instructions, receive information, and interpret and define District policies and decisions.
- Approve all appointments, discipline, and dismissals of employees; establish qualifications and wages for all employees; act as chief negotiator with recognized employee organizations.

- Plan, direct, and coordinate the work of all personnel through communications with subordinate managers.
- Be available at all times for any emergency or other demands associated with District activities and programs.
- Personally represent the Board's direction in activities with community groups, homeowners associations, local, City, County, Regional, State and Federal government; represent the Board in the community and at meetings.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities and provide an example to all staff.
- Proactively seek creative and cost-effective solutions for delivery of District programs and services.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties, including elected officials, the public and other organizations and agencies.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Principles and practices of management, budgeting, public finance, personnel administration, and project implementation.
- Organizational and management practices as applied to the analysis, evaluation and modification of administrative procedures, programs, policies and operational needs.
- Applicable local, regional, State and Federal laws, and rules and regulations regarding local government operations.
- Principles and practices of effective public communication and relations.
- Principles and practices of strategic planning.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Modern office practices, methods, technology and computer equipment.
- Safe work practices.
- Principles and practices of customer service.

2. Ability to:

- Effectively serve as administrative agent of the Board.
- Establish vision for the District and garner support from Board, staff, and community.
- Demonstrate strong work and personal ethics, and fair treatment for all encountered.
- Communicate proactively and effectively with Board, staff, community, elected officials, and other governmental agencies.
- And willingness to commit to a course of action after hearing input and weighing all factors, exhibiting decisiveness in order to achieve results regardless of popularity.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve District issues; emulate, remember and adhere to various personnel rules; and explain and interpret policy.
- Analyze situations and adopt an effective course of action.

- Effectively, facilitate Board, public and staff meetings.
- Initiate and implement strategic planning; develop and implement policies and procedures.
- Provide leadership and gain cooperation through discussion and persuasion.
- Successfully develop, control and administer budget and expenditures.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means; and lift or carry weights of 10 pounds or less.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner
- Operate and use modern office equipment including computers and applicable software.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.
- Use and understand relevant technology.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

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:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major work in public administration, business administration, engineering or a related field. Advanced degrees and certificates desirable.

Experience: Six (6) years of increasingly responsible experience in an administrative, managerial or staff capacity, including three years of administrative and management responsibility in public or private employment involving responsibility for the planning, organization, implementation and supervision of various work programs, preferably water and sewer system operations and parks and recreation services.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and conditions. Position requires working beyond normal business hours, attendance at evening meetings and/or weekend work and the ability to travel. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed/Classified by: 

Date: 6/26/2017

Approved by: 

Date: 