

# ***GENERAL MANAGER***

The General Manager (GM) is the chief executive officer of the Crockett Community Service District (District) and the Chief Engineer. Under the direction of the Board of Directors (Board), the GM has the administrative authority and responsibility for the operation of the District and the enforcement of all District rules and regulations, including authority to execute all contracts, warrants, releases, receipts, and similar documents for and on behalf of the District in accordance with California Health and Safety Code Section 6487.

## **Duties and Responsibilities**

Included, but not limited to:

1. Manage the day-to-day business matters of the District.
2. Establish departments and organize the functions of the District.
3. Supervise the District's facilities and services. Obtain professional services and contractors as needed.
4. Direct and delegate work to all department managers and administrative staff, including the District Secretary.
5. Plan and implement the policies established by the Board for the operations of the District. Review and evaluate programs, policies, and procedures with Board guidance.
6. Attend day and night meetings of the Board, its Commissions and Committees.
7. Recommend rules and regulations for adoption, including specifications and requirements controlling the construction, repair, maintenance and operation of sewage systems.
8. Establish and maintain cooperative relationships with vendors, service providers, and other agencies.
9. Collect fees and charges, issue permits and maintain records of all transactions.
10. Supervise the district's finances. Acting as the "chief financial officer," the GM is responsible for managing the finances of the District and all departments, including:
  - a. Accounting
  - b. Payroll preparation
  - c. Invoice validation, disbursement of warrants, deposit revenues
  - d. Fund transfers and investment management
  - e. Setting and collection sewer service charges
  - f. Special tax preparation
  - g. Cost recovery efforts
  - h. Grants & loan application and management
  - i. Arranging the annual financial audit and State Controller's Report
  - j. Cost/revenue reconciliation
  - k. Annual budget preparation for District and its departments

- l. Monitor all expenditures
  - m. Provide the Board with timely financial reports
  - n. Obtain insurance as needed
11. Acting as the “personnel officer,” the GM is responsible for personnel administration and compliance with personnel laws, including:
    - a. Recruiting and hiring employees
    - b. Disciplining up to and including termination of employment
    - c. Employee training
    - d. Resolving personnel problems
    - e. Maintaining secure personnel files
    - f. Conducting performance evaluations
    - g. Wage schedules & benefit programs
    - h. Act as Custodian of Records (CORI), as defined by the State Department of Justice
    - i. Act as Health Benefits Officer, as defined by CalPERS
    - j. Act as myCalPERS Account Administrator, as defined by CalPERS
    - k. Act as Procedures Manual Coordinator, as defined by CalPERS
    - l. Act as Employer Representative, as defined by State Compensation Insurance Fund
  12. Acting as the “legally responsible official,” the GM is responsible for District compliance with all regulatory requirements. Prepare, or delegate preparation of, all legally required reports to regulatory agencies, permitting agencies, and other government agencies. Ensure that all necessary actions are taken on time, in full compliance with legal requirements.
  13. Acting as the “risk management coordinator,” the GM will focus on insurance loss prevention and the early identification of risks confronting the District in all areas of operation. The GM is responsible for minimizing and controlling risks of all kinds.
  14. Perform the duties of Port Costa Sanitary Dept. Manager, Crockett Sanitary Dept. Manager, Recreation Manager, and District Secretary whenever any of these positions is not held by another employee.
  15. Provides back-up for department managers and District Secretary, when needed.
  16. Act as Chief Engineer or District Engineer when required on construction contracts.
  17. Act as Owner’s Representative when required on construction contracts.
  18. Perform the duties of Legally Responsible Official (LRO), as required by the State Water Resources Control Board and State Law.
  19. Act as primary emergency responder, or delegate that position to another employee, and oversee response to urgent requests for service or emergency repairs on collection systems or equipment.
  20. Provide orientation to new Directors and Commissioners.
  21. Explain and promote programs and policies with the public in a positive manner.
  22. Present ideas effectively, both orally and in writing.