

**MERCED IRRIGATION DISTRICT
GENERAL MANAGER**

FLSA Status – Exempt

DEFINITION:

Under policy direction from the Board of Directors, manage, plan, direct, coordinate and organize all functions of the District, both internal and external. Perform the function of Chief Executive Officer with particular emphasis on fiscal control, personnel matters, and safeguarding the assets of the District. This is a department head position.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Maintain adequate and effective communication and coordination with the Board, the employees and customers.
- Make recommendations to the Board on administrative procedures, operations, improvements and maintenance.
- Keep the Board advised of all matters which might have a significant impact on the District.
- Meet and confer with federal, state, city, county and public agencies, boards, organizations and groups as the representative of the District.
- May serve on committees, boards and other public assignments.
- Represent the Board and the District in negotiations and at legislative and administrative hearings.
- Preside over staff meetings.
- Direct and assign work to employees.
- Direct long range planning of District activities.
- Assure proper financial records and controls are maintained.
- Evaluate performance of Department Heads
- Respond to public inquiries from District customers and the general public.
- Perform other duties as requested, directed or assigned.

QUALIFICATIONS:

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

Education:

- Bachelor's Degree from an accredited college or university with major course work in public administration, engineering, business administration, economics or a related field.
- Master's Degree desirable.

Experience:

- Qualifications for the position may be obtained by any combination of training and experience that would provide the required knowledge, skill and personal characteristics.
- A minimum of ten (10) years experience in a water utility district or organization, with five (5) years of experience in a high level administration position.
- Technical and professional education and training courses.

Ability to:

- Manage and supervise personnel in all phases of District activities
- Communicate effectively both orally and in writing

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- Maintain good relations with the news media.
- Represent the District with its customers, the public and before other outside interests.
- Provide leadership to the District.

Knowledge of:

- All applicable state and federal water and energy laws.
- State and federal legislative processes.
- Internal functions of water distribution agencies.
- Personnel and management practices.
- Budgeting and cost control.
- Engineering principles.
- Basic business law.
- Public agency best practices in accordance with the Meyers-Milias-Brown (MMB) Act.

Necessary Special Requirements:

- Must file a Statement of Economic Interests in compliance with Government Code Section 8100.
- Must complete a two hour Ethics training course every two years in compliance with California AB 1234.
- Must complete two hours of Sexual Harassment training every two years in compliance with California AB 1825.
- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state/ federal/agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

TYPICAL PHYSICAL DEMANDS:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.

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- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways and uneven ground from time to time.

Sitting: Remains in a seated position for up to eight (8) hours per day
Hands/Arms: Operates computer for up to eight (8) hours per day
Lifting: Raises and lowers boxes and supplies up to twenty-five (25) pounds.
Stooping: Bends body downward and forward by bending at the knees or waist
Talking: Expresses ideas and shares information by means of spoken work in person and by telephone.
Hearing: Hears well enough to receive communications in person and by telephone.
Vision: Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

SUPERVISION:

The position receives general supervision from the Board of Directors.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature/Date

Supervisor Signature/Date

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.