



CRESTLINE SANITATION DISTRICT
CLASS SPECIFICATION

Job Code:	0001
FLSA Status:	Exempt
Bargaining Unit:	Executive Mgt
Effective Date:	03/01/13
Revised Date:	02/14/13

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Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under policy direction, serves as agent of the Board of Directors in planning, directing, managing, and overseeing the administrative, engineering, finance, information technology, human resources and maintenance and operations activities and services of the District. Serves as chief executive officer of the District ensuring that services and operations are delivered in an efficient and effective manner; implements policy decisions made by the Board of Directors; facilitates the development and implementation of District goals and objectives; and provides highly complex administrative support to the Board of Directors.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other classes by its management, supervisory and policy direction responsibilities, and the performance of executive management administrative tasks. Assignments are determined by Agency goals and objectives as established by the Board of Directors, and work is reviewed through report analysis, conferences and program results. The employee in this class is capable of handling complex, politically sensitive and confidential tasks with no direct supervision.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Serves as chief executive officer of the Crestline Sanitation District; assumes full management responsibility for all District operations, services, and activities; plans, directs, manages, and oversees the administrative services, engineering, finance, information technology, human resources and maintenance and operations activities and services of the District.
2. Facilitate the development, implementation, and administration of District strategic plan and goals and objectives; interpret and implement policies and goals set by the Board of Directors.
3. Direct and participate, with staff assistance, in the development and administration of the District's budget; prepare long-term plans of capital improvements including financing plans; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary. Keep Board of Directors advised of financial conditions, program progress, and present and future needs of the District;
4. Provide staff assistance to the Board of Directors; prepare, submit, and present staff reports and other necessary correspondence and recommendations to the Board of Directors on issues for its consideration and action; oversee the preparation and administration of Board agendas; prepare recommendations and advise the Board of Directors on matters requiring legislative action; carry out direction of the Board by assigning tasks and evaluating results.
5. Establish organizational standards and objectives; establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.



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6. Plan, direct, and coordinate the work plan for the District; assign projects and areas of responsibility; review and evaluate work methods and procedures; ensure that the District is being operated in compliance with applicable regulations and laws, that the District's needs are being assessed, and that improvements are being developed and implemented as necessary; meet with management staff to identify and resolve issues.
7. Provide policy direction on Labor Relation issues to the Board of Directors, and may participate in labor negotiations or direct others in labor negotiations with Employee Represented Groups.
8. Approve work plans and conduct performance reviews at least once annually for direct reports.
9. Confer with and represent the District to all departments, regulatory agencies, customers, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of the District's concern; coordinate District activities with those of other districts, cities, counties, outside agencies, and organizations in accordance with the Board of Directors' policies.
10. Prepares reports and correspondence and makes presentations to legislative bodies, other agencies, the Board of Directors, the general public and District personnel on issues regarding District administrative activities and functions.
11. Respond to and resolve difficult, complex, and sensitive inquiries and complaints; provide direction and delegate authority as necessary to correct issues; interpret, analyze, defend, and explain District policies, procedures, programs, and activities; negotiate and resolve sensitive and controversial issues; handle public relations dealing with the news media.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of business and public administration and issues related to the ongoing operation of a sanitation district.
13. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of public administration including the organization, functions, and problems of sanitation districts.
- Safe operations, services, and activities of a sanitation district.
- Government, governing body, and legislative processes.
- Principles and practices of governmental labor relations and negotiations.
- Principles and practices of budget preparation and administration.
- Advanced principles and practices of organization, management and supervision.
- Principles and practices of strategic planning.
- Methods of analyzing, evaluating, and modifying administrative procedures.
- Decision making techniques.



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- Pertinent federal, state, and local laws, codes and regulations.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
- Advanced interpersonal relations skills.
- Principles and practices of program development and administration.
- Methods and techniques of research, statistical analysis, and report preparation and presentation.
- Principles of business letter writing.
- Modern office procedures, methods, and equipment including computers.

Ability to:

- Reside within a twenty-minute driving distance from Crestline Sanitation District.
- Provide effective leadership to and coordinate the activities of the Crestline Sanitation District.
- Analyze a variety of administrative and organizational problems and make sound policy and procedural recommendations.
- Analyze and define problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Identify and respond to community and Board of Directors' issues, concerns, and needs.
- Serve effectively as the administrative agent of the Board of Directors.
- Develop and administer District-wide goals, objectives and procedures.
- Research, analyze and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer budgets.
- Interpret and apply federal, state and local policies, laws and regulations.
- Plan, organize, and direct the work of staff.
- Select, supervise, train and evaluate staff.
- Delegate authority and responsibility.
- Negotiate and resolve complex issues.
- Operate a variety of office equipment including a computer and standard office applications.
- Make effective oral and written presentations to groups within and outside the District.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/and Experience

High school diploma or equivalent supplemented by college level course work in wastewater treatment and collections operations and, 3-5 years of management and operational experience in a wastewater treatment agency.

License or Certificate:

- Possession of, or ability to obtain, a valid California class C driver's license.
- Grade IV or higher Wastewater Treatment Operator certificate issued by the State Water Resources Control Board



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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Standard office setting and wastewater treatment plant, collection system and related facilities and equipment; incumbents may be required to work extended hours including evenings, weekends and holidays, and may be required to travel to attend meetings. While performing the duties of this job, the employee works at an elevation of 4,700 feet and is regularly exposed to outside weather conditions involving snow and extreme cold in winter months. The employee is regularly exposed to fumes or airborne particles, wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually loud.

Physical: Incumbents require sufficient mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment, finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Ability to operate a vehicle to travel to various locations and meetings. Persons in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites; require strength, stamina and mobility to perform light to medium physical work; work in confined spaces, around machines and to climb and descend ladders and operate varied hand and power tools and equipment; require color vision to read gauges and identify appurtenances. Must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds; class requires frequent walking in operational areas to identify problems and hazards.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

Hearing and Speech: Hearing and speech to clearly communicate in person and over the telephone or radio.