

Oro Loma Sanitary District
2600 Grant Avenue
San Lorenzo, CA 94580
(510) 276-4700

GENERAL MANAGER

DEFINITION

Under policy direction of the Oro Loma Board of Directors, to assume responsibility for the organization, direction and coordination of the business and operations of the District.

SUPERVISION EXERCISED

Exercises direct supervision and management over all District personnel.

IMPORTANT AND ESSENTIAL DUTIES

1. Carry out policy as directed by the Board of Directors.
2. Represent the District in dealings with the public and other agencies.
3. Prepare and manage the annual budget.
4. Approve payment of claims.
5. Review and approve all engineering plans, specifications, and contracts for construction of facilities.
6. Direct the programs for the operation, monitoring, and maintenance of District facilities to comply with State and Federal requirements.
7. Hire competent staff and supervise District employees.
8. Disseminate public information.
9. Supervise preparation of agendas for District Board meetings.
10. Report to Board on all matters pertinent to District operations.
11. Execute other duties as outlined and as may be assigned by the Board at regularly scheduled meetings.
12. Preserve and allocate limited resources in a cost effective manner.
13. Manage complex contracts and negotiations.

OTHER JOB RELATED DUTIES

1. Maintain records of all official actions of the District.
2. Schedule and direct the program for design and construction of District facilities.

3. Administer and control construction contracts.
4. Oversee pursuit of and compliance with the terms of State and Federal grant funding.
5. Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Modern and highly complex principles and practices of management organization and administration.
- Current social, political, and economic trends and operating problems of sanitary districts.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of finance, budget preparation, and administration.
- Principles of personnel management, including supervision, training, and performance evaluation.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of sanitary district programs, services and administration.
- Pertinent Federal, State, and local laws, codes and regulations.

Skill to:

- Operate a motor vehicle safely.
- Operate modern office equipment, including computer equipment.

Ability to:

- Provide effective leadership and coordinate the activities of a sanitary district.
- Effectively administer a variety of District-wide programs and administrative activities.
- Identify and respond to public and Board of Directors issues and concerns.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Effectively and fairly negotiate appropriate solutions and contracts.

- Gain cooperation and consensus through discussion and persuasion.
- Select, supervise, train, and evaluate assigned staff.
- Prepare and administer a large budget.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise administrative and financial reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Ten years of progressively responsible experience as a senior Manager responsible for multi-million dollar budgets, groups of subordinates in excess of 50 people, customer satisfaction, negotiation, and administration of large construction, engineering, or public works projects.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major coursework in business administration, public administration, civil engineering, or other related fields.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid driver's license, and a motor vehicle record which meets the District's Driving Standard Procedure No. I.A.5.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with some exposure to the outdoors, electrical hazards, vibration, chemicals, dust, domestic waste, and mechanical hazards.

Effective Date:

April 1994

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