

INDIAN WELLS VALLEY WATER DISTRICT  
Essential Function Job Description

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1. **Position Title:** GENERAL MANAGER
2. **Employment Classification:** Exempt
3. **Department:** Administration
4. **Reports To:** Board of Directors
5. **Fundamental Objectives:** Under policy direction of the Board of Directors, the General Manager serves as the chief executive of the District implementing Board policy. The General Manager determines and executes administrative policies through subordinate managers and is responsible for operations and staffing of the District as prescribed by the Board, including planning and design of facilities, construction, operation and maintenance of facilities and the administration of the business affairs of the District. The General Manager supervise all District employees through subordinate managers, manages the employer/employee relations of the District and works closely with legal, engineering, and technical consultants.
6. **Level of Supervision Required:** Minimal. Direction is provided by the Board of Directors.
7. **Supervisory Responsibilities:** Directly supervise subordinate manager positions including Chief Engineer, Operations Manager, and Chief Financial Officer. In addition, supervises the Executive Secretary and Administrative Assistant positions.
8. **Essential Job Duties and Responsibilities:**
  - A. Attends all Board and Committee meetings, prepares reports as necessary, and makes recommendations to the Board on the overall operation of the District.
  - B. Plans and determines the course and direction of the District, coordinated the preparation of long-term planning within general policy established by the Board.
  - C. Ensures the administration, engineering, maintenance, and operation of the District, and for the construction, operation, and maintenance of District facilities.
  - D. Develop and implement an effective safety program that motivates staff to think and act safely and promotes compliance with federal and state Occupational

Safety and Health regulations.

- E. Ensures the implementation and administration of the District's organization and personnel system and effective utilization of District personnel and contractors.
- F. Monitors and provides oversight of all District operations to ensure consistency with established objectives and policies.
- G. Represents the District with appropriate Federal, State, local agencies and other interest groups on matters affecting the operations and policies of the District.
- H. Oversees development of capital and operating budgets and monitor monthly performance against budget.
- I. Serves the role of Secretary of the Board for all official documents.
- J. Makes effective oral and written presentations to groups within and outside the District.
- K. Maintains sound client/customer relationships to ensure customer satisfaction with quality and quantity of service.
- L. Perform other duties as assigned.

All other temporary assignments which are infrequently assigned, and not covered above, shall be considered non-essential tasks, duties or responsibilities.

9. **Skills and Abilities:**

A. **Knowledge of:**

1. General operations, functions, and purposes of a municipal water district and environmental issues affecting such operations.
2. Modern management practices including: municipal finance, supervision, and organizational development.
3. Negotiation strategies.
4. Managerial, leadership, and interpersonal skills essential to demanding and visible activities within the District and the community.
5. Laws and regulations pertaining to a water district.

6. Fiscal management and decision making.

**B. Ability to:**

1. Ensure the timely and economic completion of necessary projects, reports, and studies as required by the Board.
2. Plan for future needs of the District.
3. Employ modern management practices to insure the efficient operation of the District.
4. Communicate in an effective manner with the Board and all other interest groups including government agencies.
5. Establish and maintain cooperative working relationships with all such groups including representation of the District's interest with news media.

**Experience:** Five (5) years senior-level managerial experience with three (3) years of experience as general manager or departmental head of a government agency or special district. May substitute any combination of training and experience which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed). Must possess strong oral and written communication skills. Familiarity with computer applications including, but not limited to, Microsoft Office.

**Education:** Minimum of a Bachelor degree from an accredited college or university in public administration, business administration, civil, environmental, or mechanical engineering, or a closely related field. An advanced degree from an accredited institution in one of the above areas is desirable.

**Certifications/Licenses:** No certifications required.

Must successfully complete a background check and physical examination and possess a valid California driver's license with a driving record acceptable to the District's insurance underwriter.

**10. Physical Demands/Requirements:**

The physical requirements and physical demands placed upon this position are outlined separately. A copy of these requirements is to be attached to this job description.

**GENERAL MANAGER**  
**JOB DESCRIPTION APPROVAL**

**General Manager Approval:**

Signature: 

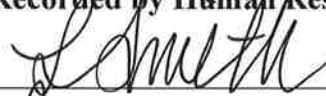
Date: 11 May 2021

**Board President Approval:**

Signature: 

Date: 5-12-21

**Received and Recorded by Human Resources:**

Signature: 

Date: May 12, 2021