



UNION PUBLIC UTILITY DISTRICT

General Manager Job Description

Position:	General Manager
Salary Range:	\$100,000 - \$150,000/annually DOE
Reports to:	Board of Directors
Employee Status:	Full-time, Exempt

SUMMARY

Under direction of the Board of Directors:

- Plans, organizes, directs, and controls the day-to-day activities and operations of the Union Public Utility District (UPUD) which include water treatment, water distribution, customer service, public relations and other administrative functions.
- In charge of operations and maintenance, administration, staffing and personnel management, budgeting and finance, and public relations.
- Must have the ability to function as a team player, the ability to successfully manage multiple diverse projects simultaneously, and demonstrate effective leadership and personnel skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Exercises direct and indirect supervision over assigned personnel and independent contractors.
- Plans, organizes, coordinates, and directs staff to achieve efficient operations and meet goals.
- Oversees development of Board meeting agendas, and ability to develop policy recommendations for Board action.
- Works directly with general counsel on an equal basis.
- Responsible for all personnel activities including the hiring, evaluating, and terminating of all UPUD employees and contractors.
- Oversees development and execution of UPUD's annual balanced budget in a timely manner. Reviews budget requests for approval or disapproval.
- Manages outside engineering consultants and contractors tasked with contracted work to repair or replace district infrastructure.

- Works with staff and consultants to update the Capital Improvement Plan when needed.
- Ensure compliance with local, state and federal regulatory agencies.
- Prepares leases and other agreements and memorandums with other agencies.
- Identification of grant opportunities, preparation of grant applications, execution of grant agreements, and meeting of reporting requirements following a grant award.
- Represents UPUD, participates in local community and government affairs, and interfaces with other districts, entities, technical and professional associations, and commissions on behalf of UPUD.
- Provides advice and consultation on the development of UPUD programs and policies.
- Assists general public with questions regarding the water system, water quality, system design, maintenance, and integrity.
- Prepares and maintains a long-range master plan for the district's future service requirements and facility development.
- Works with consultants to prepare estimates of materials and quantities in development of plans, profiles, maps, and drawings for the treatment and distribution systems.
- Stays informed of laws, rules, ordinances, and legislative processes controlling district functions, programs, and operations.
- Oversees implementation of computer and software applications related to Operations and Maintenance and Administration.
- Assumes responsibility for district personnel matters, including hiring, discipline, classification, wages, and other employer-employee relations.
- Works with staff to coordinate and administer employee benefit programs and develop and maintain human resources policies and procedures.
- Oversees the process of orientation and exit interviews for new and departing employees, and coordinates employee training and development programs.

QUALIFICATIONS

Knowledge of:

- Principles and practices of budget preparation and administration in the public sector.
- Principles and practices of governmental and utility accounting and financial management, including payroll, general ledger.
- Knowledge of annual financial reports and external audits.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of effective customer service.
- Microsoft Office Suite programs for word processing, spreadsheets and presentations and Google Workspace applications.
- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.

- English language usage, spelling, grammar, and punctuation.
- Principles of personnel management including supervision, work planning, training, employee development and annual performance evaluations.
- Principles, practices, methods, and procedures utilized in human resource and payroll administration, including pertinent local, state, federal and CalPERS laws and regulations relevant to public sector personnel administration and laws governing wage and hour calculations, tax deductions, and related payroll issues.

Ability to:

- Manage and prioritize multiple tasks while meeting deadlines and maintaining a calm, professional demeanor and organized office environment.
- Use computers and software, including Microsoft Office (Word, Excel, PowerPoint), Google Workspace apps and ability to quickly learn new software programs.
- Function as a team player, communicate clearly, and demonstrate effective people skills while interacting with other Authority staff, Board members and the public.
- Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
- Provide staff with written and oral directions in a clear, concise, and consistent manner.
- Handle stressful situations and to work under deadline pressure.
- Analyze problems, collect data, establish facts, draw valid conclusions, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and consistently apply District policies, procedures, rules and regulations.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Effectively present information to upper management, public groups, and/or boards of directors.
- Prepare, edit, proofread and maintain basic, routine, confidential, technical, and statistical correspondence, records and reports.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; consistently enforce various personnel rules; and explain and interpret policy.
- Develop and implement District-wide and department policies and procedures related to procurement of goods and services, justify investment decisions, ensure timely billings and payments of liabilities, etc.
- Gain cooperation through discussion and persuasion.
- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, and fax machine.

- Be adaptable to performing under varying levels of stress; and to deal with people beyond giving and receiving instructions.
- Recognize and resolve conflict situations in the work place, including planning for them, solving them when they occur, and communicating outcomes reached.
- Provide leadership and management of the department through coaching and facilitating employees working in a team environment.
- Maintain a high level of confidentiality with discretionary knowledge in a professional setting.

EDUCATION/EXPERIENCE

A bachelor's degree from an accredited college or university in public or business administration, management, engineering, political science or a related field is highly desirable.

A minimum of 10 years' experience with increasing responsibilities in the administration of a public agency is desired, with water/wastewater agency experience preferred. Five years of experience in executive management including budget preparation and implementation is preferred.

LANGUAGE SKILLS

- Ability to read, comprehend, analyze, and interpret common technical journals, and financial reports.
- Ability to effectively present information to staff, the Board of Directors and in public forums.
- Excellent communicates both orally and in writing with Board members, employees, other agencies, and the public at large, both one-to-one and in groups.
- Preparation of concise and comprehensive reports.

MATHEMATICAL SKILLS and REASONING ABILITY

- Ability to calculate figures and amounts such as water flows and percentages.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The 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.

- Travels frequently, usually by truck, in conducting UPUD business.

- Required to sit, use hands to finger, handle, or feel; and talk and hear. The employee may be required to reach with hands and arms. The employee may be required to stand, stoop and walk.
- Specific vision abilities required by this job include colored vision, close vision and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exposed to moving mechanical parts.
- While the noise level in the office is moderate, the noise level in certain work environment can be moderate to loud.