

Central Marin Sanitation Agency
1301 Andersen Drive
San Rafael, CA 94901
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GENERAL MANAGER

SUMMARY

Under policy direction from the Agency Commission, plans, organizes, coordinates and oversees all Agency functions and activities; provides policy guidance and program evaluation to management staff and elected officials; encourages and facilitates improvement in the provision of services and in meeting regulatory requirements for the operation of the wastewater treatment and associated facilities; fosters cooperative working relationships with intergovernmental and regulatory agencies, various public and private organizations and Agency staff; and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include but are not limited to the following:

- Provide sound, ethical leadership to Agency staff
- Plans, organizes, coordinates and administers, either directly or through subordinate managers, the work of the Agency in accordance with the adopted goals and objectives of the Agency Commission and applicable laws and regulations.
- Directs and coordinates the development and implementation of goals, objectives, policies, procedures and programs for the Agency; develops administrative policies, procedures, and work standards to ensure that goals and objectives are met and that programs provide services in an effective and efficient manner.
- Directs the preparation and administration of budgets and long-range financial forecasts for the Agency; oversees financial management for the Agency.
- Acts as staff for the Agency Commission; advises the Commission on issues and programs; directs the development of specific proposals for action regarding short- and long-range Agency needs.
- Represents the Agency and the Commission in contacts with other utilities, governmental agencies, community groups and various business, professional and legislative; acts as Agency liaison with the media.
- Directs and reviews special studies; provides for contract services as required and oversees the administration of various service, construction and equipment contracts; signs and accepts plans and specifications on behalf of the Agency.
- Prepares a variety of correspondence, policies, procedures, reports and other written materials.
- Maintains and directs the maintenance of working and official Agency files.
- Ensures that the Commission is kept informed of Agency program and financial status and of legal, technological and economic issues affecting Agency activities.
- Monitors changes in laws, ordinances, regulations and operational technology that may affect Agency business and operations; implements operational and procedural modifications as required.

SUPERVISORY RESPONSIBILITIES

Directly supervises the Agency's senior management staff, administrative assistance, and other staff on special assignments as needed. Indirectly supervises the safety director.

Carries out supervisory responsibilities in accordance with Agency guidelines and policies, and applicable labor, regulatory and safety laws. Responsibilities include interviewing, hiring, and training direct reports; planning, assigning, and directing work; tracking and authorizing time sheets; setting staff work expectations, performance goals, and work plans; appraising performance; rewarding and disciplining staff; investigating, addressing and resolving personnel complaints and related problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE

Ten years of increasing responsibility in the management and administration of water and/or wastewater utilities; including five years of supervisory experience. Bachelor of Science Degree in Engineering, with civil, environmental, or mechanical emphasis, from an accredited four-year college or university. A Master's Degree in Engineering, Business Administration, or related field is highly desirable.

INTERPERSONAL SKILLS

Ability to interact with others (elected and appointed officials, agency staff, vendors, and members of the public) in a professional manner; to accept constructive criticism; to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to arrive at work as scheduled and to work the hours as agreed upon and scheduled.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journal, financial reports, and legal documents. Ability to write reports, correspondence, procedures, and speeches. Ability to effectively present information and respond to questions from staff, elected officials, customers, public groups. Ability to respond to common and sensitive inquiries or complaints from customers, the business community, regulatory agencies, and elected officials.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as algebra, probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform financial analyses, and solve hydraulic, energy, and wastewater process math problems.

REASONING ABILITY

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. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Registration as a Professional Engineer in the State of California is required. Must possess a valid California Class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards. Failure to maintain these standards may result in loss of employment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands to fingers, handle, or feel, and talk or hear in person or on the telephone or radio. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds.

Specific vision ability required by this job include: close vision and distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate, and typical of a business office with computers and printers operating.

SPECIAL REQUIREMENTS

There are no special requirements for this job.

RIGHT TO WORK DOCUMENTATION

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

Job Title: General Manager
Department: Administration
Reports To: Board of Commissioners
FLSA Status: Exempt
Revised Date: August 2007