

# **SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION**

**TITLE: GENERAL MANAGER**

**DATE: 7/1/2005**

**JOB CODE: 11700**

**FLSA STATUS: EXEMPT**

**UNIT REPRESENTATION: MGMT/CONF**

*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.*

## **DUTIES SUMMARY**

Under policy direction, to serve as executive officer to the Board of Water Commissioners; to manage, plan, organize and control Municipal Water Department programs, services and resources in accordance with short and long range goals, policy statements and directives; to interpret and administer policies of the Board; and to perform related work as required.

## **DISTINGUISHING CHARACTERISTICS**

The class of General Manager is the executive management level. The General Manager reports to the Board of Water Commissioners and supervises the Deputy General Manager, Director of Finance, Director of Water Utility, Director of Water Reclamation and the Executive Secretary.

## **EXAMPLES OF DUTIES**

*The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:*

- Serves as executive officer and secretary to the Board of Water Commissioners;
- Plans, organizes and controls Municipal Water Department programs, services and resources in accordance with short and long range goals, policy statements and directives;
- Administers and carries out all policies established by the Water Board;
- Supervises, develops and evaluates the performance of subordinate Directors;
- Administers all financial, commercial, engineering, construction and maintenance and waste water reclamation functions through subordinate Directors;
- Presents for the Water Board's consideration major goals for the Department;

- Develops broad-scoped plans and methods to achieve the long-range goals of the Department's master plan; recommends construction contracts, leases and other legal agreements to the Water Board for approval;
- Coordinates all legal matters concerning the Water Department, and engages counsel and professional consultants for assistance; conducts negotiations for significant acquisitions;
- Directs the allocation of the Water Funds and the Sewer Funds for the Department; submits for approval by the Water Board all recommendations for personnel hiring, promotions and salary changes; reviews financial, engineering and operating reports;
- Performs highly important and specialized responsibilities in connection with interjurisdictional, legal, engineering and other administrative problems;
- Arranges, conducts and participates in meetings and conferences with other departmental administrators, public officials and citizen and professional groups;
- Represents the Water Department and the Board of Water Commissioners before the City Council and other public bodies; attends all meetings of the Board of Water Commissioners and advises the Board on important Department administrative and operating activities and problems;
- Operates Department vehicles; and performs related work as required.

## **QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

### **Knowledge of:**

- Municipal water utility services, operations and administration;
- Utility commercial and financial practices;
- Current economic conditions and their impact upon the Department's financial structure;
- City government and community affairs;
- Public relations techniques;
- Basic legal procedures concerning a public utility, including City ordinances and state and federal mandates.

### **Ability to:**

- Plan, organize, administer, coordinate and direct the activities of a large utility organization;
- Interpret and analyze financial, technical and legal information and make sound judgments and decisions;
- Exercise a high degree of judgment and discretion in administering and interpreting Department policies and procedures;
- Exercise a high degree of managerial and administrative skills;
- Operate a vehicle observing legal and defensive driving practices;

- Maintain effective relations with a wide range of public officials, members of the general public and co-workers;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

### **MINIMUM QUALIFICATIONS**

- Education:** Graduation from high school, or equivalent,  
  
And  
  
Bachelor's degree in business administration, public administration, civil engineering or a closely related field,  
  
And
- Experience:** Five (5) years of progressively responsible water utility experience, of which at least three (3) years must have been at the managerial level  
  
And
- Certificate:** Possession of a valid Class "C" California Motor Vehicle Operator's License. For out of state applicants, a valid Driver's License is required and a valid Class "C" California Motor Vehicle Operator's License must be obtained within ten (10) days of appointment (CA Vehicle Code 12405c).

### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, to travel to various locations and conduct site inspections. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

### **CAREER LADDER**

**From:** General Manager

**To:**