



MARIN MUNICIPAL WATER DISTRICT

General Manager

DEFINITION

The General Manager is appointed by the Board of Directors and serves as the District's chief executive officer. Under policy guidance from the Board, the General Manager is responsible for providing leadership, management and supervision of the overall activities and operations of the Marin Municipal Water District to ensure that the customers/rate payers are provided high quality water in an efficient, economical, responsive and courteous manner, and that MMWD is a responsible steward of the watershed, sustaining it for future generations.

The General Manager is accountable for developing, implementing and executing short and long term plans, policies, budgets and strategies to accomplish the District's mission, the outcomes of the Strategic Plan and other Board of Director priorities. He/she supervises the preparation of a strategic plan, other plans, policy items, budgets, and operational, organizational and fiscal reports for the Board's consideration and approval.

QUALIFICATIONS FOR EMPLOYMENT

Education and Experience

- Bachelor of Science degree in Engineering, Public Administration, Business Administration or a related field.
- Minimum of 10 years of experience at a senior level in public management with at least five years as a chief executive or assistant chief executive.
- Experience is desirable in the management of a municipal water agency, or a closely related public utility, plus familiarity with water quality, project management, engineering, human environmental compliance, fishery, watershed and natural resource management.
- Significant expertise and competence with public financing, financial management, long-range planning relevant to a large complex public water utility.
- Desirable knowledge of water use efficiency concepts and tools, and significant experience with watershed and natural resource and fishery management.

Knowledge and Abilities

The selected candidate should have knowledge of:

- Day-to-day maintenance, operations, structure and function of water distribution systems.

- Budget development, analysis and financial strategies.
- Long-range planning.
- Regulatory and legal requirements of a water district.
- Coastal zone regulations, particularly with regard to viability of riparian corridors, aquifers and associated habitat.
- Interrelationship between water and land use decisions.
- Technology related to water resource and business management.
- Mathematics, science and chemistry.

In addition, he/she should be able to:

- Plan, organize and direct the operation of a large complex water distribution system; in accordance with policies of the Board of Directors and in compliance with all applicable laws and regulations.
- Establish and maintain effective working relationships with Board members, District executives, managers, employees and other elected and appointed governmental officials, industry and business executives, professional and community groups, consultants, developers, media representatives and members of the public.
- Understand applicable water quality, public health, water rights laws and other federal, state and local laws, regulations, and policies applicable to a water distribution supply system.
- Analyze and make sound recommendations on complex management and administrative issues.
- Direct the development of operating and capital improvement budgets, rate setting proposals and other fiscal reports.
- Provide leadership in developing a culture in the District that promotes respect, integrity, innovation and excellence among all employees and with the public.
- Direct the development and implementation of the goals and objectives required to achieve the District's mission, the priorities contained in the Strategic Plan and the execution of Board priorities.
- Maintain a positive working environment that builds trust and increases the level of morale among all District employees.
- Communicate effectively with the Board of Directors in a timely manner regarding critical and developing issues that pertain to the organization and operations of the District.
- Oversee the development of a District Strategic Plan and other business plans and policy documents.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Execute the implementation and timely completion of Board approved policies and priorities.
- Establish and promote an environment of respect, civility, integrity and excellence in the District.
- Maintain and monitor the budgets; direct the development and implementation of the capital improvement program and major engineering and construction projects.
- Ensure the selection and retention of highly competent and effective management staff.
- Oversee the establishment of an executive staff performance and accountability program.
- Monitor the District's labor negotiations and labor-management efforts.
- Communicate effectively with District employees, citizen groups, and advisory bodies.
- Coordinate District activities with federal, state and local public agencies and represent the District as required.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

LICENSES AND/OR CERTIFICATIONS

Requires possession of or the ability to obtain an appropriate California driver's license issued by the Department of Motor Vehicles and satisfactory driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously.

The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects

such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 10 to 25 pounds.

The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: November 1992
Revised: April 2012
Approved by: Human Resources Manager