

**Phelan Piñon Hills Community Services District  
Job Description**

JOB TITLE: General Manager

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EXEMPT:	Yes	JOB CODE:	650
REPORTS TO:	Board of Directors	SALARY LEVEL:	Set by the Board
		APPROVED:	Pending

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*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.*

**SUMMARY:** Serves as General Manager pursuant to the Government Code 61050. Serves as a "contract" employee at the pleasure of a five-person elected Board of Directors. Plans, develops, and establishes policies and objectives of business organization in accordance with the Board's directives by performing the following duties personally or through subordinate managers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

**BOARD OF DIRECTORS:** At the direction of the Board of Directors may be appointed Board Secretary or District Treasurer. Attends all Board meetings and Committee meetings, unless on vacation, sick, or as otherwise directed by the Board. Makes periodic reports either verbally or in writing to the Board. Ensures proper preparation of agendas and Director's packages for Committee and Board meetings. Carries out Board policy and implements approved programs. Directs or causes the preparation of special studies/reports. Advises the Board on technical issues related to administration, legislation, taxation, finance, etc. Reports on potential litigation and other matters having impacts on the District's financial status.

**ADMINISTRATIVE/PERSONNEL/FINANCE MANAGEMENT:** Confers with the Board of Directors and Staff to plan business objectives, develop organizational policies, coordinate functions and operations between departments, and establish responsibilities and procedures for attaining objectives. Ensures the establishment of proper procedures for all administrative activities. Prepares the annual budget. Controls and reviews budget expenditures. Reviews monthly financial statements. Reviews activity reports and financial statements to determine progress and status in attaining objectives and revises objectives and plans. Maintains the District long range capital, equipment, maintenance and operational plans. Approves fund transfers, investment of District funds, etc. Directs and coordinates formulation of financial programs to provide funding for new or continuing operations.

**WATER RESOURCE MANAGEMENT:** Participates in and represents the District at all meetings related to the Mojave River Adjudication such as those called by the Mojave Water Agency and Watermaster. Assumes an active role at all Oeste and/or Alto Subarea

Advisory Committee meetings. Responsible for ensuring the District's supply of water by exploring, planning and implementing alternative sources of water for use by the District and its customers. Ensures that arrangements are made to meet the District's obligations under the Mojave River Adjudication. Responsible for preservation of the District's current water supply through the strict enforcement of the District's conservation ordinance.

**WATER OPERATIONS:** Ensures the proper operation of District wells, boosters, storage and pipelines. Directs the preventive maintenance program and ensures its scheduling and execution. Reviews field reports for production; reviews consumption records; monitors losses; reviews energy consumption, etc. Ensures that a cross-connection control program is maintained to protect District water supplies. Acts as a technical advisor to the Board on system operation as required. Ensures that a safety program is in place and followed.

**PARKS OPERATIONS AND STREET LIGHTING:** Ensures the proper safety, maintenance, and operation of District parks and recreation facilities. Direct and participate in the development and implementation of goals, objectives, policies and priorities for parks and community centers. Plan, direct, supervise and coordinate the work and programs of the parks, external communications programs, legislative affairs programs, and street lighting. Prepare and submit reports and recommendations to the Board of Directors regarding activities of the department. Coordinate with the Board of Directors to develop effective external relationship and communication strategies. Coordinate park and recreation activities and programs with other community groups, and other outside agencies. Respond to the most difficult citizen complaints and requests for information. Evaluate the need for, and develop plans and schedules for, long-range parks and recreation, and street lighting programs. Organize and oversee available resources for maintenance, improvement and repair of parks and recreation facilities, and street lighting.

**ENGINEERING:** Directs the resources of consultants, as directed by the Board. Ensures that the scheduling and execution of design effort coincide with the District's approved annual budget and water master plan. Reviews engineering cost estimates for bonding, bidding and budget projects. Ensures that all easement documents, notices of completion, negative declarations, subdivision agreements, and any other necessary documents and reports are prepared and/or recorded in a timely manner.

**CONSTRUCTION:** Required to manage public construction projects. Ensures that all construction activity is inspected. Ensures that optimum coordination takes place between construction and District operations. Acts as final decision maker on conflicts with District standard specifications. Directs preparation of "as-built" drawings of all new construction.

**PUBLIC RELATIONS:** Plans and develops labor and public relations policies designed to improve District's image and relations with customers, employees and public. Ensures proper handling of customer complaints. Represents the District in conferences relating to water supply and administration at local, state or other levels. Directs the preparation of mass public information such as mailings and brochures. Ensures that proper procedures are in place for receiving, processing and responding to walk-in visitors and phone traffic.

**SUPERVISORY RESPONSIBILITIES:** Manages subordinate supervisors who supervise employees in the Office, Engineering and Field Departments. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the District's Employee Personnel Manual, policies and applicable laws. Responsibilities include approval of all hiring and firing, interviewing and assuring proper training of employees; planning, assigning, and directing work; preparing annual performance evaluation of employees reporting directly to the manager; reviews and approves all performance appraisals prepared by subordinate managers; rewards and disciplines employees; addresses complaints and resolves problems.

**QUALIFICATIONS/REQUIREMENTS:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelors' degree (B.A. or B.S.) from a four-year college or university; and five years management experience with a special district or municipality; or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**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.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess an appropriate California operator's license issued by the State Department of Motor Vehicles.

**OTHER SKILLS AND ABILITIES:** Must be familiar with the California Environmental Quality Act (C.E.Q.A.).

**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. While performing the duties of this job, the employee is frequently required

to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.