

Job Description

GENERAL MANAGER

This is an administrative position that manages the day-to-day operation of Morongo Valley, a Community Service District (CSD). Pursuant to _____, the General Manager shall have general supervision of the affairs of the District, be the administrative head of all departments of the District and be responsible for the efficient administration thereof.

Supervised by a five-member Board of Directors, the General Manager has broad responsibility in developing and overseeing the CSD Budget, financial planning and management, personnel administration, facility management, procurement, public works, community development, grant administration, and public relations.

This position may require working long hours and frequently requires attendance at night meetings. Work is performed under typical office conditions and requires the ability to operate a computer, automobile and standard office equipment.

DUTIES AND RESPONSIBILITIES

The General Manager shall have authority and have the duty to:

1. Ensure the efficient and effective delivery of CSD services under broad policy guidance from the Board of Directors.
2. Coordinate the activities of all CSD operations and foster communication and collaboration with constituents, community organizations and elected officers.
3. To perform all duties now conferred by law upon the Board of Directors, **except** the Manager shall not:
 - a. Prepare tax bills;
 - b. Sign orders on any funds of the CSD;
 - c. Call special or annual Board of Director meetings;
 - d. Lay out, alter or discontinue highways;
 - e. Establish and lay out public parks;
 - f. Make assessments;
 - g. Award damages;
 - h. Make appointments to fill vacancies for elected or appointed boards or commissions that the Board of Directors is now authorized to fill.
4. Prepare an agenda and related materials for all Board of Directors meetings and attend all meetings unless otherwise directed.
5. Serve as the principal representative of the CSD in all matters including meeting with County, Regional, State and Federal officials unless otherwise directed.
6. Serve as the primary contact with the CSD attorney. Coordinate communications between the Board of Directors, counsels and any relevant boards and commissions.
7. Be the general purchasing agent of the CSD and sign purchase orders; solicit bids , issue Request For Proposal's, Request for Qualification's in accordance with all State of California procurement laws, policies and procedures.

MORONGO VALLEY, CA
Community Services District
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8. To have charge and supervision of all public CSD buildings, and repairs thereon; and all building done by the CSD, unless otherwise specially voted by the Board of Directors, shall be done under the General Manager's charge and supervision.
9. To perform all duties now conferred by law upon the Board of Directors of the CSD, to control and maintain the CSD streets and roads, except as limited in the LAFCO plan.
10. To be responsible for all the accounting for all of the departments of the CSD.
11. To supervise the expenditure of special appropriations of the CSD, as if the same were a separate department of the CSD, unless otherwise voted by the Board of Directors.
12. To have charge, control and supervision of all the departments within the CSD.
13. The General Manager shall, in all matters herein excepted, render the Board of Directors such assistance as it shall require.
14. Recruits, hires, evaluates, directs, and, if necessary, disciplines and terminates CSD employees subject to the personnel policy approved by the Board of Directors. The Board of Directors and its Legal Counsel shall be consulted prior to hiring or firing any department heads.
15. Carries out the work program of the CSD approved by the Board of Directors.
16. Develops new program directions and needs, identifies resources to accomplish programs, and recommends action to the Board of Directors.
17. Develops systems and procedures to implement the policy decisions of the Board of Directors and executes its decisions.
18. Assists the Board of Directors to develop, update and execute a long-range strategic plan.
19. Prepares a draft CSD budget for the Board of Directors to review and change if it deems necessary and present for approval.
20. Other duties as assigned by the Board of Directors.

REQUIREMENTS OF WORK (KNOWLEDGE, ABILITIES & DESIRED SKILLS)

1. Substantial knowledge of municipal management, understanding community needs, issues and creative in finding potential solutions.
2. Substantial knowledge of municipal, state and federal programs, and decision-making processes.
3. Have a clear understanding of the organizational and operational elements of local government.
4. Knowledge and skill in municipal processes and techniques (e.g., finance, budgets, personnel policies/practices, collective bargaining, bylaws/ordinances, etc.)
5. Commitment to the Town's purposes and objectives, as determined by the voters and its boards and commissions.
6. Have strong written, verbal, public presentation, facilitation and consensus building skills. Ability to communicate effectively orally and in writing with the Board of Directors, Town officers and employees, the media, and the public at-large. Have demonstrated the ability to work effectively.
7. with elected and appointed officials while managing and directing municipal government operations.
8. Have strong command presence and demonstrated leadership, management and analytical skills.
9. Ability to motivate and engender innovation and assumption of appropriate responsibility and decision-making by staff.

10. Possess appropriate credentials in public administration and local government operations.
11. Have significant understanding of and experience with community and economic development.
12. Have significant experience and demonstrated success in public sector human resource administration, including labor relations / negotiations.
13. Have at least 3 to 5 years of progressive management and administrative experience with demonstrated success in hands on local government management and leadership.
14. Have demonstrated success with capital projects planning, funding and implementation.
15. Ability to develop and negotiate contracts services, including identification and provision of necessary deliverables.
16. Ability to resolve conflict.
17. Possess strong analytical and assessment skills with demonstrated success in organizing, and structuring municipal operations to deliver high quality and responsive community services.
18. Ability to direct, supervise and evaluate staff.
19. Possession of public relations skills and publication knowledge.
20. Ability to motivate the Board of Directors, other boards and commissions, community groups, legislators, etc.
21. Ability to organize and use time effectively and handle several significant responsibilities simultaneously.
22. Ability to listen to and accept criticism.
23. Knowledge of municipal management practices.
24. Knowledge of computers and computerized accounting, communications, and other applications. (Microsoft Office, e-mail, WordPress/web design, DropBox, Facebook, and ability to manipulate digital files, etc.)
25. Ability to write and administer grants.

EDUCATION, EXPERIENCE AND TRAINING

1. A degree in public administration or business management (Master's preferred). At least three to five years of progressive years of municipal government/management or equivalent experience preferred.
2. Equivalent additional experience in municipal management may be substituted for the degree.
3. Valid US driver's license.