

RESOLUTION NO. 2021-46
OF THE BOARD OF DIRECTORS OF GEORGETOWN DIVIDE PUBLIC
UTILITY DISTRICT APPROVING THE JOB DESCRIPTION
FOR THE POSITION OF GENERAL MANAGER

WHEREAS, on January 14, 2014, the Board of Directors of the Georgetown Divide Public Utility District ("District") considered a draft job description for the position of General Manager, dated September 10, 2013; and

WHEREAS, this draft job description was used as the basis for the duty statement for the General Manager and for recruitment brochures and job announcements; and

WHEREAS, this draft job description is referenced as Exhibit A to the Employment Agreement for the position of General Manager; and

WHEREAS, the job description for the position of General Manager as the chief administrative officer for the District has now been finalized and is included a part of this Resolution as **Exhibit A**.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS that the job description for the position General Manager is approved.


PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utilities District at a meeting of said Board held on the 12th day of October 2021, by the following vote:

AYES: THORNBROUGH, MACDONALD, SEAMAN, STEWART, SAUNDERS

NOES: None.

ABSTAIN: None.

ABSENT: None.



Michael Saunders, President Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Attest:



Adam Coyan, Clerk and ex officio Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CERTIFICATION

I hereby certify that the foregoing is a full, true, and correct copy of Resolution 2021-46, duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on the 12th day of October 2021.



Adam Coyan, Clerk and Ex Officio Secretary,
Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

GENERAL MANAGER

GENERAL PURPOSE

Under general policy guidance and administrative direction from the Board of Directors, the General Manager (GM) manages the Georgetown Divide Public Utility District (Water District). The Water District includes the annual budget of approximately \$4.7 million, a Five-year Capital Improvement Plan of \$8.6 million, multi-million-dollar operating infrastructure and a workforce of 27 full-time employees, twelve reservoirs and tanks, two water treatment plants, seventy-five miles of raw water conveyance, 200 miles of treated water pipeline, approximately 3780 service connections and 400 irrigation services and appurtenances in the 72,000-acre service area.

The GM shall be in charge of the administrative, public relations, personnel, and general affairs of the District. The General Manager shall represent the Board's policies and programs with other employees, community organizations and the general public. The General manager shall report the Board as needed, including at regular and special meetings, work with other employees of the District, and be in charge of the maintenance, operation, and administration of the District.

Also, under general policy guidance and direction from the Board of Directors, the GM develops and recommends Board adoption of the Water District's Strategic Plan, annual Business Plan including synthesis of the annual budget and technology plan; Emergency Action Plan; ensures execution of short- and long-term goals and objectives consistent with the Strategic Plan, annual Business Plan, and Emergency Action Plan; ensures Water District operations and functions effectively to serve the needs of customers/rate payers throughout the Water District's service area, while complying with all applicable laws, regulations, policies, and ordinances; and performs related duties as assigned by the Board of Directors.

DISTINGUISHING CHARACTERISTICS

The GM is an at-will employee hired by the Board of Directors; serves as the Chief Administrative Officer for the Water District; is accountable for developing, implementing and executing short- and long-term goals and objectives, plans, policies, ordinances, budgets, and strategies to accomplish the Water District's mission, Strategic Plan, Business Plan, and Board of Directors priorities. The GM operates within general policy guidelines and exercises substantial latitude and discretion to achieve effective and efficient utilization of the Water District's resources in serving the Water District's constituencies and rate payers.

DUTIES AND FUNCTIONS

The duties of the GM are:

Manages by planning, leading, organizing, controlling, integrating, and evaluating the business activities, financial management, water operations, and public services of all Water District programs to ensure that operations and services comply with the policies, ordinances, procedures, objectives, work standards and

strategic direction set by the Board of Directors and in compliance with applicable laws and regulations.

- Directs the development and implementation of the Water District's Strategic Plan, annual Business Plan including synthesis of the annual budget and long-range technology plan, and the Emergency Action Plan with the Water District management team which includes the Water Operations Manager and Water Quality Manager. Ensures all requests for information and/or documentation from Board Members, and their designated Committees, are fulfilled in a timely manner.
- Directs, evaluates, synthesizes, and monitors development and implementation of Water District budgets and budget revisions; oversees and monitors projects financed by the Water District's Funds, grant-in-aid, loans, and/or bond issuances, and, leads the development of the annual rate structure analysis, property tax process evaluation, and participates in public and Board hearings on proposed rates. Ensures Water District operations operate within the appropriate Budget limits approved by the Board.
- Manages the development of the Capital Improvement Plan project's including scope, schedule, and project budget, recommends approval and adoption by the Board, and oversees major engineering and construction projects financed by the Water District's Funds.
- Plans, leads, and develops an internal annual appraisal and ongoing employee's development (A&D) program including employee's expectations, performance requirements, personal development targets, and annual training plans per MOU agreements with appropriate Bargaining Units. Regularly monitors performance and provides coaching and training opportunities for performance improvement and development; conducts annual appraisal and development evaluations, monitors the Water District management team's A&D evaluations of their employees; and takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the Water District's Human Resources policies in order to develop and maintain highly skilled competent professional employees to meet the Water District's mission. Establishes procedures and protocol for employees in handling Customer complaints and concerns with a focus on Customer Satisfaction.
- Leads the evaluation of the Water District's work-flow analysis and work-product production analysis. With support from Human Resources staff, lead the annual review of a Needs Assessment of the Water District's organization chart positions, and make recommendations to the Board of Directors to improve the Water District's hiring procedures through the selection, compensation, training, and day-to-day management practices which support the Water District's mission

to hire highly qualified professional employees that are customer-service oriented.

- Manages the creation and maintenance of comprehensive, effective human resource management programs, policies, ordinances, and systems; directs and monitors the Water District's labor relations, labor negotiations and labor-management relations programs and initiatives; directs the improvement of management systems, processes and metrics to improve Water District operations and effectiveness.
- Assesses Water District service area, regional, industry, and sphere of influence areas, community and customer needs and ensures objectives and priorities are focused on meeting those needs effectively, efficiently, and with high quality service; directs development and implementation of initiatives for service improvement/enhancement; provides day-to-day leadership and works with the Water District management team to ensure high work performance, customer service-oriented work that is environmentally consistent with sound management principles and Water District mission and values.
- Directs and oversees the preparation of analyses and recommendations regarding policy and ordinance issues and long-range plans to address Water District service area needs; advises the Board of Directors regarding policy and ordinance issues to meet changing community and customer needs; advises and assists the Board of Directors in identifying, articulating and implementing policies, ordinances, and programs.
- Complies with Board of Director instructions and requests; develops Board agendas with input from Board of Directors; and makes interpretations of Water District ordinances, policies and applicable laws and regulations to ensure Water District compliance.
- Directs and oversees the analysis of proposed legislation and regulation; directs and participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with the Water District's interests and needs; serves as the Water District's chief representative in dealings with El Dorado County, and towns in the Water District's service area, and with other industry and governmental agencies, professional organizations and elected officials.

OTHER DUTIES

Participates in regional, state and national water, and wastewater meetings and conferences to stay abreast of trends and technology related to a public water and wastewater utility.

Participates in professional and community organizations on behalf of the Water District and as part of the Water District's community involvement and public affairs programs and activities.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and techniques of organization design and development, public administration, public financing, public contracting and public policy issues, financial management and analysis, and long-range planning as they apply to a public water and wastewater utility; principles, practices and techniques involved in the construction, maintenance and operation of potable water treatment and distribution, and wastewater systems; federal, state and local laws, regulations and court decisions applicable to potable water treatment and distribution, and wastewater systems; Water District functions and associated management, financial; principles and practices of budgeting, purchasing and maintenance of public records; organization and functions of an elected Board of Directors; the Brown Act and other law and regulations governing the conduct of public meetings; social, political and environmental issues influencing program/project development and implementation; research methods and analysis techniques; principles and practices of effective human resource management and supervision; Water District personnel rules, policies and labor contract provisions; principles and practices of sound business communications.

Ability to:

Analyze and make sound recommendations on complex management and administrative issues; plan, lead, organize, and control the direction of operations of a large, complex irrigation, potable water treatment and distribution, and wastewater systems; understand, interpret, explain and apply Water District policy and procedures; present proposals and recommendations clearly, logically and persuasively in public meetings; represent the Water District effectively in negotiations; establish and ensure compliance with appropriate procedures and controls; prepare clear, concise and comprehensive correspondence, reports and other written materials; exercise sound, expert independent judgment within broad general policy guidelines; establish and maintain effective working relationships with Board members, Water District managers, other elected and appointed governmental officials, industry and business executives, professional and community groups, consultants, developers, employees, media representatives and the public; exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

Knowledge of:

The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning; the means of developing alignment between strategic goals and individual performance

standards; practices of process mapping and of structured problem solving; the Strategic Planning Cycle and the various responsibilities within that cycle.

Ability to:

Possess a systems perspective for managing department operations and its key processes to achieve results; to use continuous improvement categories and the core values as building blocks for department operations; define and explain key processes and process requirements within each department; develop and deploy strategic plan elements and key performance measures consistent with Water District goals; develop and maintain continuous improvement in all areas of the Water District business; develop and monitor performance standards for all employees within the Water District; ensure Water District goals and objectives are aligned with other department's goals and objectives, and the Water District as a whole; track and monitor department performance; and make sound decisions based on departmental performance indicators.

TRAINING AND EXPERIENCE:

Any combination of experience and training that provides the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and experience would be:

Experience:

Ten years of administrative and management experience in managing a public utility; or an equivalent combination of training and experience in the operation and maintenance of a public utility.

Education:

A college or university Bachelor's or Master's degree with major emphasis in public or business administration, or finance management, or engineering, or a closely related field.

Certifications:

Certifications and professional licenses are not required but providing technical qualifications as appropriate.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of the GM.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of the GM, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone, and is frequently required to walk and stand.

Mental Demands

While performing the duties of the GM, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex, sensitive problems in an ambiguous, dynamic, political environment; observe and interpret people and situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the GM. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office and field conditions. Field conditions may also involve driving a personal or Water District vehicle to remote and/or off-road locations over rugged terrain and under adverse and in potentially inclement weather conditions, work in and around Water District service areas and locations of facilities and heavy equipment.

The employee must possess a valid California's Class C driver's license with a satisfactory driving record, and be willing to drive to meetings, conferences and workshops to present technical information.

The employee must be willing to work odd and irregular hours during times of need or emergencies, and maintain a regular and consistent full-time work schedule.

The employee is annually required to complete and submit a Fair Political Practices Commission's Statement of Economic Interest Form 700, and employee will receive an annual performance evaluation.

The Water District maintains a drug-free workplace policy and the GM position is a safety-sensitive position.