

BOARD POLICY
Lake Oroville Area Public Utility District

TITLE: JOB DESCRIPTION – GENERAL MANAGER
ADOPTION DATE: FEBRUARY 8, 1984

NUMBER: 2300
AMENDED DATE: APRIL 11, 2006

2300.1 Descriptions. The General Manager: is the Executive Officer of the District and for the Board of Directors. The General Manager administers the District and has exclusive management and control of the operations and works of the District, subject to approval and policy direction by the Board of Directors, and provides day-to-day leadership for the District. The General Manager has general charge, responsibility and control over all property of the District, and

2300.1.1 attends District Board meetings, and such other meetings as the Board specifies from time to time, and

2300.1.2 employs such assistants, employees and consultants as deemed necessary for the proper administration of the District and the proper operation of the works of the District, in accordance with Policy #2150, "Compensation," subject to annual approval by the Board of Directors. The General Manager shall delegate discretionary authority over and direct all employees, including terminating for cause. The personnel management goal of the General Manager will be to provide a motivating work climate for District employees, and

2300.1.3 maintain cordial relations with all persons entitled to the services of the District;; and, attempts to resolve all public and employee complaints, and shall encourage citizen participation in the affairs of the District, and

2300.1.4 Shall seek to carry into effect the expressed policies of the Board of Directors, including planning the short, medium and long term work programs for the District, facilitating constructive and harmonious Board relations. The General Manager shall translate the goals and objectives of the Board to the community, and

2300.1.5 Shall prepare and manage the District budget, conducting studies, making oral and written presentations, and

2300.1.6 Shall coordinate with the District consulting engineer, surveyor, accountant, legal counsel and Butte County Special Districts' Association as necessary for day to day activities of the District.

2300.2 Required Qualifications. The General Manager shall possess a bachelors degree in public administration, engineering or a related field and shall have five years experience in an increasingly responsible public agency management position, and shall possess a valid California drivers license.

2300.3 Desirable Qualifications. Ten years of management experience, or possession of a masters degree in engineering, public administration or a related field; the ability to efficiently prepare annual budgets and long-term revenue/outlay plans; the ability to effectively communicate, both written and verbal, with the constituents and other agency personnel; and the ability to meet and serve the public courteously and efficiently.