

# *Amador Regional Sanitation Authority*

*“Servicing Amador City, Martell, & Sutter Creek”*

**Job Class:** General Manager

**This is a part time one year contract position with renewal options upon Board approval.**

**Supervisor:** Board of Directors

## **Definition/Distinguishing Characteristics**

Under broad policy and general administrative direction from the Board of Directors (“the Board”), the General Manager plans, organizes, directs, and reviews the overall administrative activities and operations of the Authority; advises and assists the Board; and represents the Authority’s interests at local, regional, State and Federal levels. The position is employed under contract as the Executive Officer for the Authority.

**This is a hands-on contract position which oversees the release of secondary treated wastewater from the Sutter Creek Wastewater Treatment Plant.**

- Coordinates activities with outside agencies and organizations
- Provides consultation, advice and recommendations for the Board’s consideration and adoption; provides staff assistance to the Board.
- Represents the District by engaging in a high level of involvement and interaction with federal, state and local agencies and elected officials, other special districts, and professional groups and committees.
- Monitors and provides direction for media and public relations; insures the Authority’s interests are represented with customers, stakeholders, governmental agencies, the financial community and the general public.
- Directs and oversees the development of Board agendas.
- Directs and oversees the development, presentation and administration of the Authority’s budget; makes recommendations to the Board on final expenditure levels; reviews budget requests for approval or disapproval.
- Confers with Authority’s legal counsel and outside counsel on legal issues affecting the Authority.
- Maintains awareness of operations practices and recommends changes which increase the efficiency and economy of Authority’s operations.
- Reviews and authorizes Authority’s contracts, leases, agreements with other agencies, and other legal and financial documents.
- Researches, prepares and presents technical and administrative reports and studies to the Board and a variety of committees.
- Establishes and maintains cooperative working relationships with co-workers, the Board, outside agencies, and the public.

## **Qualifications**

### ***Knowledge of:***

- Public Wastewater System Operations.
- Principles and practices of public administration, including administrative analysis, fiscal planning, and control, and policy and program development.
- Laws, rules, ordinances, and legislative processes controlling Authority’s functions, programs, and operations.
- Organization, operations, and problems of special districts.
- Research and evaluation methods.
- Budgeting principles and practices.

- Cost estimating and contract administration.
- Public personnel administration and employer-employee relations.
- Principles and practices of personnel administration.

***Ability to:***

- Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet program goals.
- Collect, organize, and analyze data on a variety of topics.
- Prepare concise and comprehensive reports.
- Oversee the preparation of Board agendas.
- Communicate well during public presentations.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Evaluate and make recommendations on improvements to existing Authority's operations, programs, and services.
- Provide advice and consultation to the Board of Directors on the development of, regulations, programs, and policies.
- Pass pre-employment physical, drug and alcohol examination, and background check.

***Education, Experience, Licenses and Certifications:***

***Required:***

- A Bachelor's Degree in Business Administration, Public Administration, Civil Engineering or a related field from an accredited college or university.
- Valid California Driver's License issued by the California Department of Motor Vehicles.

***Desirable:***

Any combination of education and experience which would likely provide the necessary knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

- Eight (8) or more years of broad and extensive experience in a management or administrative position responsible for the formulation and implementation of programs, budgets and administrative operations with at least six (6) years in a management or supervisory capacity.
- Eight (8) or more years of progressively responsible technical, supervisory and administrative duties in the design, construction, operation and maintenance of a modern urban water and/or wastewater system.
- Eight (8) or more years of professional civil engineering experience in the planning, design, construction and inspection of water supply projects, including at least four (4) years in a supervisory or lead capacity.