

WEST VALLEY SANITATION DISTRICT

DISTRICT MANAGER/ENGINEER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and **do not** necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under policy direction, serves as the Chief Executive Officer of the District and directs the activities and operation of all divisions; advises and assists the District Board in the conduct of District business; provides administrative oversight to the operational and policy functions of District; serves as the chief engineer for District projects; coordinates District business with the various programs, officials and outside agencies; provides a variety of other responsible and complex administrative support to the District Board; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **District Manager/Engineer** is the highest administrative management level position in the District and has responsibility for the administrative operation of the District divisions which may include developing, recommending and implementing policies, program planning, fiscal management, administration and operations of all District functions and services. The incumbent is responsible for accomplishing the District's goals and objectives and for ensuring that the citizens are provided with desired and mandated services in an effective and cost efficient manner.

SUPERVISION RECEIVED/EXERCISED:

Receives policy direction from the District Board. Exercises direct and indirect supervision over all division heads and District staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts full responsibility for all District activities, programs and services, including directing the development and implementation of goals, objectives, policies and procedures; ensures that established goals and priorities are achieved.
- Provides advice and consultation to the District Board on the development and implementation of District programs and services.
- Directs and participates in the preparation and administration of the District budget; prepares and submits to the District Board reports of finances and administrative activities; keeps Board advised of financial conditions, program progress, and present and future needs of the District.
- Reviews and evaluates program service delivery methods and systems within the District including administrative and support systems and internal relationships; identifies opportunities for improvement and implements changes to standard operating procedures to enhance services.

- Coordinates the preparation of the agenda for the District Board; addresses the District Board on behalf of District staff; represents the District Board to employees, community groups, individual members of the public and other governmental agencies; responds to the most difficult complaints and requests for information.
- Directs the implementation, maintenance and enforcement of District personnel policies and practices as prescribed by the District Board; selects, supervises trains and evaluates assigned staff.
- Confers with division heads and managers concerning administrative and operational problems, work plans, and strategic plans; makes appropriate decisions or recommendations; oversees the preparation and implementation of long range plans for the District.
- Serves as a resource for the District Board, division personnel, District staff, other organizations and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Performs all duties as may be prescribed by District Board action; directs the preparation of plans and specifications for work which the District Board orders.
- Attends and participates in professional and community meetings as necessary; stays current on issues relative to public administration and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the District organization.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff, and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **District Manager/Engineer**. A typical way of obtaining the required

qualifications is to possess the equivalent of five years of directly related experience at an administrative, management or staff level in a service district or municipal government with at least two years as a manager or supervisor, and a Bachelor's degree in Civil Engineering or a related field.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license and possession of a valid certificate as a Civil Engineer issued by the California Board of Registration for Civil and Professional Engineers.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Modern public administrative methods and procedures, organizations and functions; operating characteristics of service districts; principles and practices of district budgeting and public finance; engineering practices and principles; sewer and storm drain maintenance; methods and principles methods and techniques for goal setting and program evaluation; local and state legislative processes; applicable federal and state laws, rules and regulations regarding wastewater collection, treatment, reclamation and discharge; principles of effective public relations and interrelationships with community groups and agencies, the private sector and other levels of government.

Ability to:

Provide effective leadership and coordinate the activities of a sanitation operation; develop and administer sound District-wide goals, objectives, policies and methods for evaluating achievement and performance levels; properly interpret and make decisions in accordance with laws, regulations and policies; analyze complex administrative issues, evaluate alternatives and implement sound solutions; work with and coordinate the activities of administrative officials while encouraging their development as administrators; prepare clear and comprehensive written reports; serve effectively as the administrative agent of the District Board; select, supervise, train, motivate and evaluate staff; represent the District Board to the general public and representatives of other agencies; facilitate group participation and consensus building; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer, and a variety of word processing and software applications.