



August 2019  
FLSA: Exempt

## **DISTRICT MANAGER**

### **DEFINITION**

The District Manager position plans, coordinates and directs, through subordinate department heads, the operations, engineering and construction programs, and financial affairs of the District; carries out the policies of the Board and observes and enforces all laws, rules and regulations governing the affairs of the District.

### **SUPERVISION RECEIVED AND EXERCISED**

The District Manager receives general direction from the Board of Trustees. Immediate supervision of the District's activities is delegated to subordinate department heads who are responsible for the detailed direction and inspection of the work. This position gives policy guidance and interpretation to Department Heads, and administers and provides interpretation of the Memorandum of Understanding for the Department Heads.

### **CLASS CHARACTERISTICS**

The primary responsibilities of this position include both long and short term planning, directing, coordinating and evaluating the general activities of the District.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Acts as the Chief Administrative Officer for the District.
- Prepares both short range and long range plans for the District including budgets and capital improvement programs for Board approval.
- Prepares and submits periodic reports on works in progress to the Board.
- Plans and recommends improvement and/or corrective measures deemed necessary to the Board.
- Confers with public agencies and the regulatory bodies and reports to the Board indicated courses of action.
- Directs and coordinates the work of District personnel in the financial activities of the District and in the design, maintenance, construction and operation of District facilities and services.
- Represents the District in negotiations and conferences with the public, governmental bodies, contractors, trade or professional associations, technical groups, etc. as may occur.
- Directs the staff of the District so as to render the utmost service to the citizens compatible with the legal responsibilities established and the economic resources available.
- Directs the personnel functions of the District including recommending the appointment of employees to the Board of Trustees. Approves and implements employee promotions and grants step increases. Suspends, demotes or otherwise disciplines employees, and recommends dismissal of employees to the Board of Trustees; receives and accepts on behalf of the Board of Trustees the resignations of employees.

## **QUALIFICATIONS**

### **Knowledge of:**

- Broad knowledge of principles and practices of management.
- Extensive knowledge of wastewater treatment processes, sanitary and storm drain collection systems and pump stations.
- Considerable knowledge of public administration and municipal organization.
- Good knowledge of sources of information related to problems of the District
- Correct Business English, including spelling, grammar, and punctuation.
- Techniques for dealing with the public, in person and over the telephone.

### **Ability to:**

- Write clear and concise reports, memoranda, directives, and letters.
- Develop comprehensive plans from general instructions.
- Meet the public and discuss problems and complaints tactfully and courteously.
- Establish and maintain satisfactory work relationships with department heads.
- Plan and supervise the work of others.
- Perform other administrative, managerial, and related duties as may be prescribed or recommended by the Board of Trustees.
- Walk on uneven surfaces.
- Communicate with irate or difficult people.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities may be qualifying. A typical way to obtain the required qualifications would be:*

Graduation from college with a degree in Civil or Sanitary Engineering. Minimum of ten (10) years' experience in a position with similar levels of responsibility.

### **Licenses and Certifications:**

Must possess professional registration as a Civil Engineer issued by the State of California.

Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

[Minimum Eligibility Standards for District Vehicle Insurance Coverage.](#)

## **PHYSICAL DEMANDS**

[LINK to District Manager Physical Demands](#)

## **WORKING CONDITIONS**

Work is primarily indoors sitting or standing at a desk for prolonged periods of time with the ability to move about at will, but also travel outside the office in order to attend meetings or trainings. The incumbent works in an environment of frequent interruptions.

**ADDITIONAL INFORMATION**

**Disaster Service Worker:**

Employees of Vallejo Flood and Wastewater District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or your own community.