

Job Description

GENERAL MANAGER

General Manager (GM) position has dual responsibilities:

1. Supporting the Board of Directors (BOD) as secretary.
2. Directing daily operations of the Morongo Valley Community Services District (MVCSD).

This job description was developed in accordance with California Government Code Sections #61050 and #61051. GM shall receive compensation as determined by BOD and shall serve at the will and pleasure of the BOD. This is a salaried position.

ROLE OVERVIEW: THE GENERAL MANAGER IS THE EXECUTIVE OFFICER OF THE DISTRICT AND/OR THE BOARD OF DIRECTORS. THE GM ADMINISTERS THE DISTRICT AND HAS EXCLUSIVE MANAGEMENT AND CONTROL OF THE OPERATIONS AND WORKS OF THE DISTRICT, SUBJECT TO APPROVAL BY THE BOD, AND PROVIDES DAY-TO-DAY LEADERSHIP FOR THE DISTRICT. IN ORDER TO MAINTAIN CHECKS AND BALANCES OF MVCSD; THE INDIVIDUAL EMPLOYED AS GM SHOULD ONLY HOLD A SINGLE POSITION WITH THE DISTRICT. EXCEPTIONS FOR INTERIM CONTRACTS ARE ACCEPTABLE DURING POSITION TRANSITION AND/OR TRAINING FOR NO MORE THAN 3 CONSECUTIVE REGULAR BOD MEETINGS.

Duties:

1. Supporting the BOD as secretary with the ability to attend meetings in person outside of normal working hours.
2. Represent the MVCSD BOD at various business meetings and functions as deemed necessary.
3. Maintain MVCSD website with up to date information.
4. Write, edit and submit letters of intent, concept papers, proposals, reports and more as agreed upon with the BOD.
5. Serve as technical advisor to the BOD and the general public on MVCSD resources and issues.
6. Be available on short notice.
7. Assist BOD in the annual review of district bylaws & training requirements.
8. Research local, state, regional, and national grant opportunities to support MVCSD.

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- Created June 1999
- Revised February 2008
- Amended and Approved February 2012
- Amended and Approved September 2023

9. Research with outside financial institutions pertaining to proper investment of MVCSD funds to present to BOD for possible action at the monthly meeting.
10. Draft policies and resolutions as needed to be presented to BOD for possible action at the regular meeting.
11. Meet with the Finance Director quarterly to review and track budget allocations.
12. Prepare the annual budget for BOD with input from accountant, Finance Director/Committee and department leads.
13. Administer approved annual budget.
14. Plan, organize, and coordinate the activities of the MVCSD.
15. Manage internal operations including annual review of all district Standard Operating Procedures (SOPs), training manuals, and employee/personnel manuals under the direction of the BOD.
16. Keep calendars, agreements, and schedule reservations for the use of all parks and facilities within MVCSD.
17. Inventory and order materials as per annual budget and in accordance with purchasing and bid policies.
18. Employ volunteers and employees as deemed necessary for the proper administration of the MVCSD and the proper operation of all departments. GM shall delegate authority at their discretion and has authority over and directs all volunteers & employees.
19. GM's personnel management goal will be to provide a motivating work climate for volunteers & employees.
20. Supervise Human Resources functions such as employee vacation/sick leave requests, investigation of employee complaints, hiring/termination and implement Injury and Illness prevention policy/programs while overseeing compliance with provisions of the American with Disabilities Act.
21. Manage petty cash expenditures in any one month according to the current budget.
22. Any other duties as assigned by BOD.

REQUIREMENTS

1. Possess a valid California driver's license with a satisfactory driving record.
2. Ability to drive to designated meeting locations in or out of the MVCSD.

PHYSICAL REQUIREMENTS

1. Ability to read printed materials and a computer screen.
2. Ability to type on a keyboard and use a mouse for extended periods of time.
3. Ability to use a computer and software to access, record and convey information in a variety of formats.

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4. Ability to interact in person and on the telephone, relaying information verbally.
5. Ability to communicate clearly, concisely, and effectively, both orally and in writing with a variety of people.
6. Ability to maintain regular, predictable, punctual attendance in person.
7. Ability to compute and analyze information and financial material.
8. Mobility to work in a standard office environment and use standard office equipment.
9. Ability to grasp, lift and move files, binders, boxes, and other collections of documents (which can total up to 40 pounds).

PREFERENCES RELATED TO EDUCATION AND/OR EXPERIENCE

1. Bachelor's degree in public administration, political science, engineering, business management or other relevant fields.
2. 3+ years of experience as an administrative officer or employee in a governmental agency; or any equivalent combination of experience and training.

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