



# Monterey Regional Waste Management District

## *Job Description*

<b>Position:</b>	<b>General Manager</b>	<b>Created:</b>	
<b>FLSA Status:</b>	<b>Exempt</b>		
<b>Position Status</b>	<b>Full-Time</b>	<b>Adopted:</b>	
<b>Reports to:</b>	<b>Board of Directors</b>	<b>Revised:</b>	<b>February, 2015</b>

### **DEFINITION**

Under direction of the Board of Directors, directs all District operations and administrative affairs of the District; to represent the Board's policies and programs with employees, community organizations, and the general public; to review budget requests and make recommendations on final expenditure levels; to be responsible for employer-employee relations; to be responsible for the development, maintenance, and improvement of District facilities and services; to carry out the District's strategic plan and refine as needed; and to perform other job related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the Chief Administrative Officer for the District. The incumbent has overall responsibility for the functions and operations of the District under the direction of the District Board of Directors.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Assistant General Manager, Community Programs Director, Human Resources Manager, Finance Manager and Administrative Services Supervisor/Board Clerk.

### **ESSENTIAL FUNCTIONS**

Serves as Chief Administrative Officer for the Monterey Regional Waste Management District; provides advice and consultation on the development of District services, functions, and policies; coordinates the preparation of the agenda for Board of Director's meetings; directs and conducts a variety of special studies and surveys to determine the effectiveness of District operations and services; represents the Board's policies and programs with employees, community representatives, and other government agencies; works on joint, cooperative efforts and organizations with other solid waste management agencies;; directs and oversees the Administrative Services Director in District personnel, employer-employee relations, and office support functions; oversees the development and administration of operating and capital improvement budgets and plans; maintains current awareness of administrative practices and recommends changes which increase the efficiency and economy of District operations and services; has responsibility for District personnel matters, including employment procedures, grievances, affirmative action, and employer-employee relations; oversees negotiations with bargaining groups; directs and oversees the Community Program Director and overall media and community outreach strategy, directs preparation of grant applications and grant administration; prepares leases and agreements with other agencies; has general responsibility for District engineering functions; confers with developers and contractors as necessary; serves as District representative before boards and commissions.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development.
- Basic knowledge of engineering and construction principles applicable to the planning, design, and construction of District facilities.

- Laws, rules, ordinances, and legislative processes controlling solid waste management functions, programs, and operations.
- Organization, operations, and function of joint-powers agencies and special districts.
- Research and evaluation methodologies.
- Cost estimating and contract administration.
- Principles of budget development and expenditure control, including capital improvement budgets, Public personnel and employer-employee relations practices and legislation.
- Public speaking and presentations, community outreach and press relations.
- Principles of supervision, management, goal-setting, performance management, project management and general administration.

**Ability to:**

- Plan, organize, direct, coordinate, and manage the functions and operations of a solid waste management organization to achieve efficient operations and meet service goals.
- Exercise, leadership, authority, and management tactfully and effectively.
- Oversee and administer the District budgeting and fiscal control process.
- Collect and analyze data on a variety of technical, analytical, and administrative topics.
- Coordinate the preparation of Board agendas and reports.
- Administer personnel and employer employee relations programs.
- Oversee the development and improvement of District facilities and services, including complex facility improvement projects
- Provide advice and consultation to the Board of Directors on the development of regulations, policies, and programs.
- Communicate effectively – written and verbal.
- Insure prompt and proper response to public concerns and complaints.
- Prepare comprehensive technical reports and recommendations.
- Effectively represent District policies, programs, and services with employees, contractors, representatives of other agencies, and the public.
- Establish and maintain cooperative working relationships.

**Training/Education/Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business administration or a closely related field; or an equivalent combination of training and experience including responsibility for the formulation and implementation of programs, budgets, and administrative operations; or broad and extensive work experience in a management or administrative position in a private or public agency responsible for solid waste management, recycling, or landfill operations.

A master’s degree in public or business administration, or a related field, is highly desirable.

**Special Requirements:**

Possession of a current California Driver's License issued by the State Department of Motor Vehicles.

Continued possession of a valid California Driver's license and compliance with established District vehicle operation standards, including on-going insurability to drive District vehicles, are conditions of employment

**PHYSICAL AND SENSORY REQUIREMENTS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands** - While performing the duties of this class, employees are regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office

equipment; and reach with hands and arms. Employees are frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands** - While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex policy and operational problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of District management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.

**Work Environment** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

### **ACKNOWLEDGEMENT**

I verify that I have received a copy of the job description and I understand the requirements of this position.

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Employee Signature

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Date

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Employee Name – Please Print