

GENERAL MANAGER – SCOPE OF WORK

The General Manager reports directly to the Board of Directors (Board) and serves as the chief executive and management official. The General Manager works with the Board to carry out the statutory authorities and responsibilities of the Santa Maria Valley Water Conservation District (District), as it updates, refines, or expands the District's mission and vision in response to the evolving water needs of the groundwater basin. The General Manager is responsible for all business operations and oversees the implementation of the Board's policies and programs.

Essential Duties and Responsibilities:

Administration

Supervise consultants and/or personnel of the District and perform consultant and/or personnel actions including recruitment, employment, discipline, and termination.

Advise the Board of activities and any problems arising relative to the administration or operation of the District.

Recommend hiring consultants and personnel necessary to the development and operation of the District.

Prepare Board meeting materials, attend Board meetings, and follow up on action items as directed by the Board.

Conduct annual review of Board Policies and Procedures.

Finance

Direct the preparation of the annual budget, monthly financial reports and timely completion of audits completed by outside auditor.

Provide advice and consultation on the development of District finances, operations, resources, programs, policies, and procedures, recommending and implementing change.

Direct all financial activities of the District with assistance of the outside CPA/bookkeeper.

Public Relations

Represent the Board with other government agencies and the public.

Supervise public relations efforts in disseminating information about District activities such as newsletters.

Recommend policy actions to the Board and implement those actions as approved by the Board.

Organize and host annual public outreach meeting.

Update and maintain District website.

Hold regular meetings with landowners, including improvement district meetings.

Regulatory Compliance.

Work closely with legal counsel to ensure compliance with federal and state laws, rules and regulations, administrative orders, and water right conditions affecting the District.

Planning

Develop annual workplan.

Update the Strategic Plan on a regular basis.

Responsible for being fully informed on all District plans, programs, budgets, policies, activities.

Perform complex regulatory compliance and planning functions.

Review Contractor invoices and financial statements and make recommendations to the Board.

Development new groundwater recharge projects.

Operations

Manage operations of improvement districts.

Manage and operate existing groundwater recharge projects.

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