
Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: General Manager Role and Responsibilities

POLICY NUMBER: 1050

Description

1050.1 Overview As the Executive Officer of the District, the General Manager administers the District and has exclusive management and control of the operations and works of the District, interacting with other jurisdictions and agencies, and functioning as the representative of the District. The General Manager provides expertise to support the planning, engineering and implementation of ongoing and developing Community water, wastewater and fire protection needs to meet the Board of Directors' goals and objectives within established policies and budget.

1050.2 The General Manager's Duties

The District's General Manager shall be responsible for:

- a) The implementation of policies established by the Board of Directors for the operation of the District;
- b) The planning, direction, and coordination of the day-to-day operations of the District through the appropriate department heads or managers including administration, financing, maintenance, engineering, human resources, and others to effect operational efficiency;
- c) The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employment policies established by the Board of Directors;
- d) Attending and participating in District Board meetings, preparing and presenting reports as necessary, representing the Board before external organizations including other agencies, governmental and regulatory entities, business and community groups;
- e) The supervision of the District's facilities and services;
- f) The supervision of the District's finances;
- g) Establishing and maintaining cooperative working relationships with all persons entitled to the services of the District, governmental and professional entities with whom the District has dealings, with satisfactory resolution of all public and employee complaints;
- h) Ensuring the district complies with all State laws, regulatory agency requirements and mandatory reporting requirements.

1050.3 The District's General Manager serves at the pleasure of the Board. The Board will provide policy direction and instruction to the General Manager on matters within the authority of the Board during duly-convened board meetings. Members of the Board will deal with matters within the authority of the General Manager through the General Manager and not through other District employees. Members of the Board will refrain from making requests directly to District employees (other than the General Manager) to undertake analyses, perform other work assignments, or change the priority of work assignments. As members of the public, Directors may request non-confidential, factual information regarding District operations from District employees. If requesting public records, Directors must follow the District's Request for Public Records Policy.