



CAYUCOS SANITARY DISTRICT

200 Ash Avenue
P.O. Box 333, Cayucos, California 93430-0333
www.cayucossd.org
805-995-3290

DISTRICT MANAGER JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Subject to the determination of policy and action of the Governing Board of Cayucos Sanitary District, plans, organizes, directs and supervises through subordinates, the operations and maintenance activities of the District, including accounting, fiscal and budgetary, personnel and organization, wastewater collection and conveyance, solid waste and joint wastewater treatment plant administration (under Joint Powers Agreement).

SUPERVISION RECEIVED:

The District Manager works under the policy direction and action of the Cayucos Sanitary District Board.

SUPERVISION EXERCISED:

Exercises direct supervision of Operations and Maintenance Supervisor and Administrative Office Manager. The District Manager is accountable for planning and administering the work of professional, technical, operational, maintenance and support staff, normally through subordinate levels of supervision.

EXAMPLES OF DUTIES:

Any one position may not include all of the duties listed nor do all the listed examples include all tasks which may be found in positions of this class.

- Plans, organizes, coordinates and administers the work of the District through subordinate levels of supervision.
- Formulates and assists in the development and administration of goals, objectives, policies and procedures.
- Formulates and assists in the development of the annual operating budget and capital improvements plan with plans for financing, when necessary.

- Researches, reviews, develops, implements, and evaluates policies and procedures designed to provide effective and efficient public and organizational service levels.
- Directs or monitors the preparation of a variety of studies and reports relating to District operations and develops specific proposals to address problems or issues.
- Conducts and directs the preparation of operational studies and special projects; including the gathering of information, evaluation of alternatives, preparation and presentation of reports and recommendations.
- Ensures that all collections system operational activities conform to regulatory agency standards.
- Ensures that staff follows appropriate safety policies, procedures and regulations.
- Interprets, analyzes, explains and enforces all resolutions, ordinances, regulations, policies and procedures to protect the District's interest and ensure compliance.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, resolutions, ordinances and other materials.
- Selects, supervises, directs, trains and evaluates the work of subordinate supervisory personnel. Serves as the Employee Relations Officer.
- Monitors changes in laws, regulations and technology that may affect District operations; implements policy and procedural changes.
- Prepares and presents clear and concise verbal and written reports and recommendations; maintains accurate records.
- Directs the maintenance of working and official District automated and manual files.
- Performs related duties similar to the above in scope and function as required and as may be prescribed by District Board direction and action.

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:

Principles and practices of wastewater collection, including:

- Equipment, materials, supplies, mechanical and electrical control systems related to wastewater collection
- Federal, State and local laws and regulations, ordinances and programs regarding wastewater collection and District operations
- Safety practices and equipment related to the work
- Principles of public and business administration including governmental accounting, financing and budgeting
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff.
- Recent developments, current technology and informational resources regarding wastewater collection.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and other levels of government.
- Standard office practices and procedures, including the use of standard office equipment and computer applications related to the work.

- Techniques for providing a high level of computer service to the public, in person and over the telephone.

SKILL IN:

- Planning, organizing, administering, coordinating, reviewing, evaluating and personally participating in the functions and activities of a wastewater collection system.
- Developing and directing the implementation of goals, objectives, policies and procedures and in developing standards for program evaluation.
- Planning, organizing, assigning and coordinating the work of subordinate staff.
- Speaking and writing clearly and concisely when making oral presentations and providing written reports including ordinances, resolutions, correspondence, policies, procedures and other written materials.
- Interpreting, applying and explaining laws, codes, regulations and ordinances.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Representing the District in various public meetings.
- Establishing and maintaining cooperative and effective working relations with staff, peers, the public and those contacted in the course of work.
- Providing effective leadership and coordination of the activities of a local special district.
- Analyzing, interpreting, summarizing and presenting administrative and technical information and data in an effective manner.
- Selecting, supervising, training and evaluating staff.
- Analyzing administrative management problems with the ability to present viable alternatives, solutions and recommendations.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited four-year college or university with major coursework in civil or environmental engineering, public health, chemistry, biology, public or business administration.
- Five years of experience in the administration, operation or maintenance of wastewater pretreatment, treatment, reclamation, collection and disposal (or a closely related field), including three years of administrative or management level experience.

LICENSE AND CERTIFICATION:

- A valid California Class “C” driver’s license
- Satisfactory driving record (DMV printout) to satisfy District insurer

WORKING CONDITIONS:

Attendance at evening or off-hours meetings will be required.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and in a field environment, to use standard office equipment and to move between office and various field locations; strength to lift and carry office materials weighing up to fifty (50) pounds; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; manual dexterity to operate a computer keyboard, calculator, phone and standard office equipment such as a copier and fax machine.