



JOB DESCRIPTION

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| JOB TITLE: | General Manager/Chief Administrative Officer | | |
| DEPARTMENT: | Administration | | |
| REPORTS TO: | Board of Directors | | |
| PREPARED DATE: | February 2004 | FLSA STATUS: | Exempt |
| REVISION DATE: | February 2011 | APPROVED DATE: | May 18, 2006 |

SUMMARY

Under direction of the Authority Board of Directors, manages the operations, engineering, administration, and finances of the Authority; represents the Board's policies and programs with employees, community organizations, and the public; conducts employer-employee relations; develops and recommends policies to the Board. Serves as Chief Administrative Officer and has overall responsibility for Authority services and operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Other duties may be assigned.)*

Plan, Develop and Implement Board and Organization Policies and Goals - Develops agendas and prepares supporting documents as appropriate; facilitates and organizes Board and committee meetings; presents oral and written reports to the Board concerning operations of the Authority with recommendations for change or improvement to operations; serves as liaison among the Board, management and staff; arranges Board retreats to develop organizational goals and objectives; proposes and when approved, implements strategic plan, organizational policies; coordinates division functions to accomplish Board goals and objectives; responsible for the overall direction, coordination, and evaluation of the organization's activities; to execute agreements, contracts and documents on behalf of the Authority

Budget and Finance - Conducts economics studies and analyzes fiscal requirements; makes recommendations for appropriate rates and fees; oversees development of annual operating and capital budget; enforces strict compliance with the approved annual budget and approves only expenditures authorized in the budget; ensures all funds and grants are managed and accounted for in accordance with current federal, state, local regulations, and Board policies; provides monthly financial statements to the Board; makes recommendations for budget revisions, as necessary; ensures compliance with generally accepted accounting principles and GASB 34; oversees procurement process enforces contract provisions related to all Authority functions; to have charge of all Authority property and maintain a current inventory.

Communications and Public Relations - Acts as primary spokesperson and media contact for the organization; directs media and public relations; interacts cooperatively with member agencies, local and national solid waste organizations, and government agencies; serves as Authority representative before communities, boards, and commissions.

Human Resource Management - Ensures legal compliance and adherence to approved policies for recruitment and hiring processes; oversees all employee relations including employment procedures, grievances, affirmative action compliance; collective bargaining negotiations; ensures adherence to the Board approved Personnel Policy and Procedures; evaluates all division managers, to hire and manage such staff as necessary to carry out the provisions of the JPA Agreement and Code.

Coordinate Division Activities to Effect Operational Efficiency and Economy - Ensures Authority's compliance with all regulatory requirements; advises the Board on the development of services, functions

and policies; reviews leases and agreements; directs consultants and contractors, as necessary; oversees preparation of grant applications and grant administration.

SUPERVISORY RESPONSIBILITIES

Supervises managers of the Administrative, Finance, Engineering, Field Operations and Diversion/Resource. Responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Accountability/ Planning/Organizing

Holds self and others accountable for required work output and standards. Ensures that effective controls and contingency plans are in place. Projects/tasks within area of own accountability are completed on time and within budget. Structures his/her department/team in an organized, efficient manner. Coordinates team activities to make the best use of individual skills and specialties. Accurately identifies the resources and time scales needed to meet objectives. Puts plans into action effectively. Has contingency plans in place to counter unforeseen developments.

Communication (Oral/Written)

Expresses views in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly and honestly, and promotes an open exchange of ideas. Is an effective listener – listens openly without interrupting. Keeps people well informed in respect of key organizational and departmental issues, in a timely manner. Delivers information effectively in a variety of written formats including reports, letters, memos, emails, etc.

Employee Development/Empowerment

Provides challenging assignments so employees can learn through practical experience and making mistakes. Actively assists employees in the identification of their learning and development needs and strategies, for current and future positions. Recognizes and builds upon employees' strengths and abilities. Has a formal, written development plan in place for each direct report. Provides relevant learning opportunities for employees to become highly competent. Organizes and structures work for employees in a way that encourages ownership. Encourages and promotes decision making authority and accountability at all levels. Provides the time, resources and opportunities for employees to undergo identified learning activities. Enables employees to take calculated risks and learn from their mistakes in a non-critical environment.

Financial Management

Demonstrates a broad understanding of financial management principles. Understands the key financial indicators affecting the organization. Accurately estimates project plans and budgets, using cost-benefit thinking. Manages and controls budgets effectively; monitors expenditures rigorously. Identifies cost-effective approaches to business operations without sacrificing quality.

Leadership Skills/Strategic Thinking/Visioning

Establishes unit vision and direction and motivates/inspires team members to follow suit. Believes in self and has a sense of purpose. Has good problem-solving and decision-making skills. Has good communication skills (oral and written). Leads by example, and with confidence and authority; takes charge of difficult situations. Has the courage of his/her convictions, and is not afraid to make difficult or unpopular decisions if necessary. Fosters good morale within the team. Treats others with respect and dignity, and establishes good interpersonal relationships. Makes others feel appreciated, valued and

included, and so gains their respect. Demands excellence and recognizes and rewards excellent performance. Constructively criticizes when required, so underperformers are re-motivated to do better. Not afraid to take calculated risks and learn from mistakes. Embraces and initiates change. Is fair and forthright. Identifies and keeps up to date on key national and international political, economical, social and technological trends that (may) affect the organization. Identifies and acts upon competitive threats and opportunities. Takes a long-term view of organizational issues and priorities. Formulates effective strategies consistent with the vision and mission of the organization. Involves, inspires and energizes others to commit to the vision and translating it into action. Uses the organization's strategies effectively to set realistic yet stretching goals. Develops and refines the vision and strategies to reflect constant and accelerating change. Continually seeks ways to expand and grow the business, and encourages employees to do the same.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

A Bachelor's degree from an accredited college or university, and eight (8) years of work experience in engineering, public health, public administration, business management, humanities or a related field, including at least five (5) years in a managerial position. A Master's degree in public administration or a related field is equivalent to five (5) years of experience.

Desirable Experience and Knowledge Base

- Thorough 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 environmental control systems, landfill, transfer station and recycling facilities.
- Laws, rules, ordinances and legislative processes controlling solid waste management functions, programs and operations.
- Organization, operations, and problems of joint-powers agencies and special public service organizations.
- Demonstration of research and evaluation methodologies.
- Contract administration.
- Principles of budget development and expenditure control, including capital improvement budgets.
- Public personnel and employer-employee relations practices and legislation.
- Public and press relations.
- Principles of supervision, management and general administration.
- Working knowledge of Microsoft Office and project management software.

CERTIFICATES, LICENSES, REGISTRATIONS

- A valid California driver's license is required.
- Manager of Landfill Operations Certification or attainment within one year

OTHER QUALIFICATIONS

Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must

occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment - The work environment a typical office setting, however field visits are required on a periodic basis, which may involve outdoor weather conditions, fumes, airborne particles, loud noise levels, and unpleasant odors. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

Employee

Date