

GENERAL MANAGER

Definition:

Directly responsible to the Board of Directors for the administration, operation and maintenance of all Agency operations.

Distinguishing Characteristics:

Examples of Duties:

- plans and directs all operations of the Agency.
- represents the Board of Directors in enforcing all rules pertaining to management and operation of the Agency.
- represents the Agency in intergovernmental relations relating to such operations.
- attends all meetings of the Board; makes recommendations to the Board concerning administration and management of the Agency as believed necessary.
- makes studies and investigations concerning administration and management of Agency operations; the development of future plans for growth as believed necessary and desirable; makes such studies or investigations as directed by the Board.
- prepares and recommends an annual budget for Agency operations; administers the budget; exercise continuous budgetary control over expenditures for Agency operations.
- responsible for employment; evaluation; promotion; and dismissal of all Agency employees, subject to the rules and regulations of the Board.
- serves as purchasing agent and personnel officer for the Agency unless otherwise delegated.

Qualifications:

Knowledge of:

-

Ability to:

-

Education/Experience:

GENERAL MANAGER

Must have a background of education and experience such that he will have a general knowledge of public or business administration and be fully qualified to perform the duties of the position.

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.