



GENERAL MANAGER

Approved: April 23, 2018

SUMMARY

The Sewer Authority Mid-Coastside is a joint powers authority created to provide wastewater transmission and treatment services to the residents of the member agencies: City of Half Moon Bay; Granada Community Services District; and Montara Water & Sanitary District. Under policy direction from the Sewer Authority Mid-Coastside (SAM) Board of Directors, the General Manager serves as the chief administrative, executive, and fiscal officer of SAM with the responsibility for all operational, fiscal, and business functions related to the operation and maintenance of the SAM wastewater treatment plant and SAM-owned conveyance and related facilities.

General Manager plans, organizes, coordinates and oversees all agency functions and activities, consistent with the then current Strategic Plan; provides leadership, guidance, and program evaluations to staff and appointed officials with regard to achieving and maintaining compliance with applicable statutes, regulations, policies, and ethical standards; encourages and facilitates improvement in the provision of services and in meeting regulatory requirements for the efficient, sustainable, and reliable operation of wastewater treatment plant, conveyance, and associated facilities; provides leadership and fosters cooperative working relationships with member agencies' management and staff, intergovernmental and regulatory agencies, various public and private organizations, and agency staff; charged with overseeing collaboration between SAM and its member agencies, which may require reconciliation of competing interests, and bringing items to the SAM Board, as needed. Performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Disclaimer – This list is meant to be representative, not exhaustive. A General Manager may not perform all the duties listed, while at times other duties may also be assigned by the SAM Board. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Provides sound, ethical leadership.

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- Knows and follows requirements set forth in SAM Joint Exercise of Powers Agreement and the then current Strategic Plan.
- Reports directly to SAM Board of Directors.
- Plans and directs the development of implementation of goals, objectives, policies, procedures, and programs in accordance with objective and goals in the then current Strategic Plan.
- Provides a wide variety of information and clear and specific recommendations to the Board regarding SAM business and the wastewater industry. Ensures the Board is kept informed of agency programs and financial status and legal, technical, and economic issues affecting agency activities. Prepares a variety of correspondence, policies, procedures, reports and other written materials.
- Monitors changes in laws, ordinances, regulations and operational technology that may affect agency business and operations; implements operational procedural modifications as required.
- Develops and presents policy, procedure, budget, personnel and technical recommendations to the Board regarding SAM business in accordance with the adopted goals and objectives of the SAM Board, the then current Strategic Plan, and applicable laws and regulations.
- Serves as staff for the SAM Board; advises the Board on issues and programs; directs the development of specific proposals for action regarding short- and long-term agency needs.
- Ensures operational effectiveness of the SAM facilities and processes to meet all permit and regulatory requirements.
- Ensures proper maintenance and asset management techniques and procedures are utilized.
- Establishes and implements effective business procedures and practices, including budgeting, purchasing, accounting, safety and training. Develops administrative policies, procedures, and performance measures to ensure that goals are met and services are provided in an effective and efficient manner.

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- Collaborates with the member agency managers and works with the SAM Board to ensure that programs are cost effective to member agency ratepayers and comply with SAM's NPDES permit and applicable legal requirements.
- Prepares annual SAM budget in a timely fashion as specified in the JPA to enable final approval by each member agency to ensure adoption by the SAM Board by July 1. For planning purposes, develops a prospective five-year budget including all aspects of the budget.
- Interacts with the SAM Finance Committee to ensure proper accounting and management of SAM funds.
- Ensures accuracy of reports and records. Maintains and directs the maintenance of working and official Agency files and records.
- Interacts with SAM Legal Counsel to seek advice and to pro-actively coordinate legal matters pertaining to the agency.
- Supervises execution of contracts for services, supplies, capital items, property and maintenance. Sets standards for execution of contracts. Directs and reviews special studies. Signs and accepts plans and specifications on behalf of the agency.
- Serves as Personnel Officer, and as such, is responsible for employment procedures, including hiring, firing, and disciplinary actions, and salaries within ranges recommended by the Manager and authorized by the Board.
- Serves as the Employee Relations Officer, and as such, manages employee relations and negotiations with Unions and unrepresented employees. All Union Memoranda of Understanding and side letters require prior Board approval.
- Negotiates permit terms and requirements with regulatory bodies.
- Represents SAM before member agencies, business and community groups, other public agencies (local, state, and federal), professional organizations, and regulatory bodies.
- Serves as the official designated by the Board of Directors to proclaim a local emergency as specified in California Government Code 8630 and to initiate activities to protect SAM facilities, and, if necessary, restore them to operation, and to otherwise appropriately respond to the emergency and to protect the public health and safety.

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- Responds in a timely manner to SAM-related issues raised by Directors and members of the public.
- Performs a variety of other duties as assigned by the SAM Board.

SUPERVISORY RESPONSIBILITIES:

Directly supervises the Agency's senior management, administrative assistants, and other staff. Carries out supervisory responsibilities in accordance with Agency guidelines and policies, and applicable labor, regulatory and safety laws. Responsibilities include interviewing, hiring, and training direct reports; succession planning; planning, assigning, and directing work; tracking and authorizing time sheets; setting staff work expectations, performance goals, and work plans; appraising performance; rewarding and disciplining staff; investigating, addressing and resolving personnel complaints and related problems.

Every employee shall serve at the will and pleasure of the Sewer Authority Mid-Coast (SAM). No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SAM.