



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

Phone: (805) 969-4200
www.montsan.org

MONTECITO SANITARY DISTRICT

GENERAL MANAGER

JOB DESCRIPTION

Reports to: Board of Directors

Hours: 40+ Per Week

Type of Position: Full-Time

Status: Exempt

Position Summary:

The General Manager serves as the chief executive and management official of the Montecito Sanitary District ("District"). The position reports directly to the Board of Directors. The General Manager works with the Board to carry out the statutory authorities and responsibilities of the District, as it updates, refines or expands the District's mission. The General Manager is responsible for all business operations, oversees implementation of the Board's policies and programs, and manages District staff.

Specific Responsibilities:

- Plan, organize, oversee and coordinate the functions of the District
- Recruiting, training, managing and supervising District Staff.
- Oversee the planning, coordination and conduct of Board and Committee meetings
- Participate in the development, and ensure implementation of the District's mission, vision, strategic plan, goals, objectives, policies and procedures as directed by the Board.
- Anticipate and make recommendations to the Board regarding policy, legislative, legal and technical issues affecting the District.
- Prepare memos, studies, reports, and/or other documents to provide the Board with guidance in the formulation of policy and other Board action.
- Anticipate and ensure timely reporting of operations and critical issues to the Board.
- Develop and prepare the District's annual budget, present the budget to the Board, and operate within the approved annual budget.
- Interact with and manage the District's contractual relationships with attorneys, engineers, accountants, auditors, and other consultants retained by the District.
- Serve as the responsible official for the District's public records.
- Confer with and advise District Staff on issues relating to the operation and management of the District, community relationships, and good customer service.
- Represent the District to elected officials, outside groups and organizations, community and professional groups
- Ensure compliance with all relevant local, state, and federal laws, rules, and regulations, as well as District policies
- Other work related duties as assigned by the Board of Directors

Required Education, Experience, Skills and Abilities:

- At least a bachelor's degree. Engineering or legal experience preferred but not required.
- Wastewater Certification or equivalent experience
- Experience in management, business processes, and functions
- Experience in budgeting and financial forecasting and implementation



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- Experience with Board of Directors preferred, but not required
- Ability to communicate ideas effectively, orally and in writing
- Knowledge of software, electronic equipment, Microsoft Office Suite.
- Knowledge of principles and practices of public sector administration and organizational management
- Proven ability to establish and maintain effective working relationships with local, county, regional, state, federal and national organizations in matters affecting the District
- Ability to speak before large groups
- Ability to supervise, motivate, and manage professional and support staff
- Strong analytical ability

Additional Requirements:

- The District maintains a drug-free environment and employment is contingent on passing a drug test.
- A satisfactory background and reference check will be required
- Must possess a current and valid driver's license.
- Must be legally eligible to work in the United States

Physical Requirements:

- Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping in the performance of daily activities
- Requires grasping, repetitive hand movement, fine coordination in preparing statistical reports and data using a keyboard
- Reading correspondence, statistical data, use of computer keyboard to enter and retrieve data.
- Ability to lift, drag, and push files, paper and documents weighing up to 25 pounds is required.
- Noise level in the work environment is quiet to moderate.

Management Style:

- Ability to work cooperatively and respectfully with Board members, staff, consultants, and constituents
- Responsive to Board members' and consultants' requests
- Ability to keep the Board well informed and work toward building consensus
- Provide leadership and direction to staff, holding them accountable for their actions
- Encourage and support the professional development of District staff

Personal Traits:

- Highly ethical and honest
- Excellent listener
- Service oriented
- Goal oriented and flexible

Compensation:

- Salary is negotiable depending on qualifications and experience
- The District offers a competitive package of benefits



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The District offers a competitive benefits package, which may include the following:

- Vacation:** Up to 20 days per year, depending upon prior work experience and time with the District.
- Sick Leave:** Accrue 8 hours per month, 120 days maximum accrual.
- Holidays:** Nine paid holidays.
- Personal Leave:** Four personal leave days per year, 8 hours accrued per quarter, maximum is four days.
- Medical Insurance:** District contributes up to \$1,000 monthly toward employee coverage for Medical and Dental benefit premiums and offers Anthem Blue Cross PPO and HMO plans.
- Dental Insurance:** District offers Delta Dental PPO, and contributes toward premium, see above.
- Life Insurance:** District pays for 1.5 x annual salary to a maximum of \$50,000.
- Disability:** District does not participate in State Disability Insurance (SDI). Short and long term disability insurance is fully paid for by the District with Standard Insurance Co. Short-Term Disability begins after 60 days following an illness / disability; and Long-Term Disability begins after 180 days.
- Retirement:** CalPERS Classic plan is 2% @ 55. A new hire not previously in CalPERS or who has had a PERS/reciprocal agency service break for six months or more may be subject to provisions of PEPR legislation effective January 1, 2013.
- Social Security:** The District does participate in Social Security.
- Deferred Comp:** Deferred compensation (457) plans are available for pre-tax employee contributions. No contributions or matching by the District.

NOTE: The information contained in this announcement does not constitute either an expressed or an implied contract; provisions may be subject to change

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