

NIPOMO COMMUNITY SERVICES DISTRICT

148 SOUTH WILSON STREET/POST OFFICE BOX 326
NIPOMO, CA 93444

EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT INVESTIGATION POLICY: Nipomo Community Services District (NCSD) recognizes the importance of maintaining a safe work place with employees who are honest, trustworthy, qualified, reliable and non-violent, and who do not represent a risk of harm to their co-employees or others. For purposes of furthering these concerns and interests, before hiring a person NCSD reserves the right to investigate the applicant's employment history, personal references and educational background, as well as other relevant information that is reasonably available to NCSD. In hiring for certain positions, NCSD may review the applicant's credit report and criminal background, if any. Consistent with these practices, all job applicants will be asked to sign an agreement requesting, authorizing and consenting to the release of information to NCSD in releasing all concerned from liability for disclosure of information. Consistent with legal requirements, NCSD reserves the right to exclude any applicant from consideration for employment if the applicant refuses to sign this agreement as requested. NCSD will make an initial determination that an applicant has the basic qualifications for the requested position before requesting disclosure of criminal history. Those who progress through that level of the application process will be asked to complete a supplemental disclosure of criminal history information.

NCSD's policies regarding company property, security, privacy, searches and its drug-free workplace policy provide further information about NCSD's discretion to investigate employees and mandatory reporting obligations. After receiving an offer of employment, any job applicant who wishes to review these policies before deciding whether to accept employment may do so by contacting NCSD.

Current DMV print out (within past 30 days). (Please attach copy)

1. GENERAL MANAGER
Position applying for

2. _____
CANDIDATE NAME: (Last) (First) (Middle Initial)

CANDIDATE'S OTHER NAMES USED (To Verify Employment/Educational History):

NAME: (Last) (First) (Middle Initial)

NAME: (Last) (First) (Middle Initial)

3. _____
PRESENT MAILING ADDRESS: (Number/P.O. Box) (Street) HOME PHONE

(City) (State) (Zip Code) CELL PHONE

4. _____
PERMANENT ADDRESS (If different than above): (Street) EMAIL ADDRESS

(City) (State) (Zip Code)

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5. Are you a relative of a current NCSD Board Member or employee? YES NO

If yes, state name(s), title(s), and relationship(s): _____

NCSD may refuse to hire relatives of present employees or Board members if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest. For purposes of this application, "relative" is defined to include: parent, child, grandparent, grandchild, uncle, aunt, niece, nephew, cousin, sibling, spouse, domestic partner, cohabitants, or in-law relations (whether arising from a spouse or domestic partner relationship). "Relative" is intended to encompass all family-like relationships regardless of blood or legal relationship.

6. Are you 18 years of age or older? YES NO

7. If employed, can you produce verification of your legal right to work in the United States? YES NO

8. Do you speak, read and write a language other than English? YES NO
If so, please identify:

9. EDUCATION: Applicant may be required to furnish proof of academic training by transcript or diploma.

LAST HIGH SCHOOL ATTENDED: _____

Did you graduate? YES NO
If no, do you have GED certificate? YES NO

College or University	Major/Minor	Units completed or Degree	Years Attended (To and From)
Example: (XYZ University)	Example: (Business)	Example: (120 units or Bachelors of Science)	Example: (2005-2009)

List any school courses, special skills, training, that relate to the requirements of the position: _____

10 Driver's license number: _____

Date of expiration: _____ Class Number: _____

11. The following documents must be attached to this application:

(a) **DMV print-out** - Job description requires employee to operate District vehicle. Application will not be considered if current DMV print-out is not attached (within the past 30 days).

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12. EXPERIENCE: Show your present job first; then list all other jobs in order, working down from the most recent. Use a separate block for each job held even though with the same organization. List any job-related volunteer experience. If hours worked per week varied, give average. Account for all time for at least the last ten years. Attach additional sheet, if necessary.

Date/Salary/Hours	Exact Job Title and Duties	Employer's Name and Address
From ___/___/___ to ___/___/___ \$_____ Per _____ Hours Worked Per Wk. _____	Title: _____ Duties: _____ Reason for Leaving: _____	_____ _____ _____
From ___/___/___ to ___/___/___ \$_____ Per _____ Hours Worked Per Wk. _____	Title: _____ Duties: _____ Reason for Leaving: _____	_____ _____ _____
From ___/___/___ to ___/___/___ \$_____ Per _____ Hours Worked Per Wk. _____	Title: _____ Duties: _____ Reason for Leaving: _____	_____ _____ _____
From ___/___/___ to ___/___/___ \$_____ Per _____ Hours Worked Per Wk. _____	Title: _____ Duties: _____ Reason for Leaving: _____	_____ _____ _____

13. Were you ever discharged or asked to resign from a position? YES NO

Would you object to contacting of previous/current employer? YES NO

If you have answered yes to either of the above, please explain:

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- 14. The Nipomo Community Services District is an equal opportunity employer and does not discriminate in any aspect of the hiring process or employment relationship. No questions on this application and attachment will be used for the purpose of limiting or excusing any Applicant from consideration for employment on a basis prohibited by local, state, or federal law.
- 15. If the position for which you are applying is designated as "safety sensitive," then, the Nipomo Community Services District has a policy that any offer of employment shall be contingent upon the applicant successfully passing a drug test. Persons who do not successfully pass or who refuse to submit to the drug test will not be considered further.
- 16. Before date of hire, Applicant shall be required to pass a physical exam by a physician at District's designation and expense. Nipomo Community Services District has a policy that any offer of employment shall be contingent upon the applicant successfully passing a physician's examination certifying that the applicant is fit to perform the duties of the position. Persons who refuse to cooperate in the examination or do not receive a physician's certification of qualification to do the type of work required by the position applied for will not be considered for employment.
- 17. Please attach answers to all supplemental application questions, a professional resume, current DMV printout and cover letter with your application.
- 18. Prior to turning in your application to the District, re-check it to make sure it is correct and complete.
- 19. I understand that it is the District's policy not to refuse to hire a qualified individual because of this person's need for a reasonable accommodation that would be required by the ADA and/or the California FEHA.
- 20. If job description requires employee to operate a District vehicle, I give the District the right to investigate my DMV records.

21. CERTIFICATION OF APPLICANT:

(initials)

_____ I certify that all the statements made in this application are true and complete to the best of my knowledge. I understand that all statements are subject to verification by the District and any false statements or omissions of material facts may be considered sufficient to subject me to disqualification or dismissal.

_____ I hereby authorize the Nipomo Community Services District to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the District any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosures. In addition, I hereby release the District, my former employers and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

Date: _____

Signature: _____

EMPLOYMENT APPLICATION

**STATEMENT OF PHYSICAL REQUIREMENTS
AND ENVIRONMENTAL FACTORS
(With or without reasonable accommodation)**

Name: _____

Job Title: GENERAL MANAGER

Job Description: Attached, receipt of which is hereby acknowledged.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position	approx. 20%	approx. 30%	approx. 50%	70% or more
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Body Movements: None = 0
 Occasional = 0 to ¼ work day
 Some = ¼ to ½ work day
 Frequently = ½ to ¾ work day
 Continuously = ¾ to full work day

<u>Lifting:</u>	0 – 20 lbs	20-40-lbs	40-60 lbs	Up to 100 lbs
None	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Occasional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Some	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequently	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continuously	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Push and/or Pull Loads:</u>	0 – 20 lbs	20-40-lbs	40-60 lbs	Up to 100 lbs
None	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Occasional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Some	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequently	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continuously	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Carrying:</u>	0 – 20 lbs	20-40-lbs	40-60 lbs	Up to 100 lbs
None	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Occasional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Some	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequently	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continuously	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**STATEMENT OF PHYSICAL REQUIREMENTS
AND ENVIRONMENTAL FACTORS**

Bending:	None <input type="checkbox"/>	Occasional <input checked="" type="checkbox"/>	Some <input type="checkbox"/>	Frequent <input type="checkbox"/>	Continuous <input type="checkbox"/>
Kneeling/ Squatting:	None <input type="checkbox"/>	Occasional <input checked="" type="checkbox"/>	Some <input type="checkbox"/>	Frequent <input type="checkbox"/>	Continuous <input type="checkbox"/>
Reaching Overhead Stretching:	None <input type="checkbox"/>	Occasional <input checked="" type="checkbox"/>	Some <input type="checkbox"/>	Frequent <input type="checkbox"/>	Continuous <input type="checkbox"/>
Climbing Stairs:	None <input type="checkbox"/>	Occasional <input checked="" type="checkbox"/>	Some <input type="checkbox"/>	Frequent <input type="checkbox"/>	Continuous <input type="checkbox"/>
Climbing Ladders:	None <input type="checkbox"/>	Occasional <input checked="" type="checkbox"/>	Some <input type="checkbox"/>	Frequent <input type="checkbox"/>	Continuous <input type="checkbox"/>
Crawling:	None <input checked="" type="checkbox"/>	Occasional <input type="checkbox"/>	Some <input type="checkbox"/>	Frequent <input type="checkbox"/>	Continuous <input type="checkbox"/>
Working on Rough and/or Uneven Terrain:	None <input type="checkbox"/>	Occasional <input checked="" type="checkbox"/>	Some <input type="checkbox"/>	Frequent <input type="checkbox"/>	Continuous <input type="checkbox"/>
Handling and Dexterity:	None <input type="checkbox"/>	Occasional <input type="checkbox"/>	Some <input type="checkbox"/>	Frequent <input type="checkbox"/>	Continuous <input checked="" type="checkbox"/>

**ENVIRONMENTAL FACTORS
Related to Job Description**

<input checked="" type="checkbox"/> Outside	<input checked="" type="checkbox"/> Outside and inside	<input type="checkbox"/> Excessive heat
<input type="checkbox"/> Excessive cold	<input type="checkbox"/> Excessive humidity	<input type="checkbox"/> Excessive dampness or chilling
<input checked="" type="checkbox"/> Dry atmospheric conditions	<input type="checkbox"/> Excessive noise, intermittent	<input type="checkbox"/> Constant noise
<input checked="" type="checkbox"/> Dust	<input type="checkbox"/> Silica, asbestos, etc	<input type="checkbox"/> Fumes, smoke, or gases
<input type="checkbox"/> Solvents (degreasing agents)	<input type="checkbox"/> Grease and oils	<input type="checkbox"/> Radiant energy
<input checked="" type="checkbox"/> Electrical energy	<input checked="" type="checkbox"/> Slippery or uneven walking surfaces	<input type="checkbox"/> Working around machinery with moving parts
<input type="checkbox"/> Working around moving objects or vehicles	<input type="checkbox"/> Working on ladders or scaffolding	<input type="checkbox"/> Working below ground
<input type="checkbox"/> Unusual fatigue factors (specify)	<input type="checkbox"/> Working with hands in water	<input checked="" type="checkbox"/> Working closely with others (occasionally)
<input checked="" type="checkbox"/> Working alone (occasionally)	<input checked="" type="checkbox"/> Protracted or irregular hours of work	<input type="checkbox"/> Other (specify)

COMMENTS: _____

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STATEMENT BY APPLICANT

Applicant Read and Sign:

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? YES NO

If "no," describe the functions that cannot be performed.

Note: NCSD complies with the federal Americans with Disabilities Act and the California Fair Employment and Housing Act and considers all reasonable accommodations that may be necessary for eligible applicants/employees to perform essential functions. If you need any type of accommodation in the application process, please describe the requested accommodation:

Date: _____

Name (printed)

Signature

To Apply:

Provide a complete Application (this form), answers to all supplemental application questions, a professional resume, a current DMV print out, and a cover letter. Application materials will be accepted via email or regular mail and must be received in District Office no later than Monday November 2, 2015 at 4:30 P.M.

For information purposes only:

Where did you hear about this position? (please check all applicable)

<input type="checkbox"/>	NCSD website	<input type="checkbox"/>	Jobs Available
<input type="checkbox"/>	Santa Maria Times	<input type="checkbox"/>	BC Water News
<input type="checkbox"/>	The Tribune	<input type="checkbox"/>	CWEA
<input type="checkbox"/>	Craig's List	<input type="checkbox"/>	Family/Friends
<input type="checkbox"/>		<input type="checkbox"/>	Other (please specify)

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SUPPLEMENTAL APPLICATION QUESTIONS

Answers to all the following 12 questions are to be included with your completed job application, resume and cover letter.

1. Give examples of innovative programs that you have created and how they impacted the customers your serve. Please be specific.
2. Detail your experience in assembling (hiring) and leading an employee team. How many employees do you currently supervise and oversee?
3. Detail your experience in the areas of Public Agency Administration, Water Resources Management, Water supply, Wastewater collection and Treatment, Regulatory compliance, and Solid Waste. Include the following: Projects completed, your specific role in each project, steps you followed from start to completion, challenges overcome, and end results.
4. Please summarize your experience working with elected and/or appointed officials, board of supervisors, and community groups. Please detail your experience with other types of groups.
5. Budget experience: detail your role in developing, justifying, and controlling departmental and agency wide budgets. Please list the size of said budgets.
6. Describe your management and supervisory philosophy.
7. What has been your role in administering discipline? Please describe the type of discipline you have rendered as well as your experience in handling personnel matters. Provide overview of outcomes and your approach.
8. Detail your experience with the development and implementation of policies, including internal department policies as well as policies that impact the public.
9. What are the general fund, capital, and enterprise operating budgets for your current or most recent agency? List each fund separately.
10. How do you deal with being at odds with your Board?
11. Detail your experience dealing with difficult customers and difficult members of the public. Please provide at least one example of a difficult situation and how you handled and resolved the conflict.
12. Outline your three major accomplishments during your applicable work history.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: General Manager

FLSA STATUS: Exempt

REPORTS TO: Board of Directors

1. DEFINITION AND SUMMARY OF DUTIES

Under policy direction of the Board of Directors, plans, organizes, directs and coordinates all District functions and activities related to the production and distribution of potable water and the collection, treatment and disposal of wastewater and other functions of the District; provides policy guidance and program evaluation to staff and elected officials; encourages and facilitates improvement in the provision of services to customers by District staff; fosters cooperative working relationships with intergovernmental and regulatory agencies, various public and private organization and District staff; acts as Secretary to the Board of Directors; acts as District Financial Officer; performs related work as directed by the Board. This position has full-time management status, and is Fair Labor Standards Act exempt.

The General Manager is the Chief Executive Officer of the District, serving at the pleasure of and accountable to the Board of Directors for all staff, functions, and activities within policy guidance and applicable state and federal laws and regulations. The General Manager is the principal administrative person in overall charge of the District and its personnel. The incumbent is in a position of trust and confidence and serves as the District appointing and disciplinary authority for all employees of the District. The General Manager provides the Board of Directors with advice, recommendations, analysis of financial impacts and consultation on all matters related to the requirements of the District.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- a) Plans, organizes, coordinates and administers, either directly or through subordinate directors, the work of the District in accordance with the adopted goals and objectives of the Board of Directors and applicable laws and regulations.
- b) Directs and coordinates the development and implementation of goals, objectives, policies, procedures and programs for the District; implements administrative policies, procedures and work standards to assure that goals and objectives are met and that programs provide mandated services in an effective and efficient manner.
- c) Directs and coordinates the preparation and administration of the District annual budget; reviews and evaluates current programs, anticipates future needs, and formulates long-range financial goals of the District; reviews all District expenditures; provides financial management for the District.
- d) Acts as staff for the Board of Directors; advises the Board on issues and programs; prepares and recommends long-range plans for District funding and service provisions and directs the development of specific proposals for action regarding current and future District needs.
- e) Serves as principal Staff at Board Meetings, takes Board direction, implements Board policy.
- f) Assures that appropriate notice of Board meetings is posted and that other legal notification requirements are met.
- g) Represents the Board and the District in contacts with governmental agencies, community groups and various businesses, professional and legislative organizations, District customers; and the media.
- h) Directs and coordinates preparation of rate schedules for the resale of water delivered to customers and other agencies; directs and coordinates preparation of rate schedules for the collection, treatment, storage and disposal of waste water.

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FLSA STATUS: Exempt

REPORTS TO: Board of Directors

- i) Consults with legal counsel concerning matters of litigation, contracts and District operations; monitors legislation on the state, federal and local level; directs and coordinates changes required by new legislation.
- j) Leads staff; interviews and selects top management staff; reviews and approves staff training programs; recommends changes in organizational structure and position classification; evaluates the performance of subordinate directors; has authority to hire, discipline, and discharge employees, approves or disapproves merit salary increases; adjusts employee grievances within limits of delegated authority; delegates authority and holds subordinate directors and managers accountable for the efficient administration of their divisions or sections; provides guidance and direction to subordinate directors, managers and staff regarding human resources policies and procedures.
- k) Plans and directs the selection, training, assignment, supervision, and evaluation of employees; plans and directs District employees in areas of financial and program management.
- l) Prepares a variety of correspondence, policies, procedures, reports, minutes and other written materials.
- m) Directs and reviews special studies; provides for contract services as required and administers various service, construction and equipment contracts; signs and accepts development plans and specifications for conformance with District standards on behalf of the District.
- n) Establishes and maintains effective communication and working relationships with related County departments and key officials of state, federal and local agencies. Coordinates planning and other activities of the District with those of other public agencies.
- o) Coordinates preparation and release to the media of information related to the programs and services of the District. Acts as spokesperson for the District on all matters.
- p) Meets with citizen groups, advisory bodies and others concerned with District programs and activities; represents the District and speaks before public bodies, groups, organizations and the public on matters pertaining to District programs and activities; attends conferences and seminars to keep informed of new developments and technologies.
- q) Interfaces with District customers and resolves service related issues and complaints.
- r) Directs the maintenance of District records and documents.

3. QUALIFICATIONS

This position requires knowledge and proficiency in the following:

- a) Administrative principles and practices, including goal setting, program development, implementation and evaluation, and supervision of employees.
- b) Principles, practices and procedures of public administration in a special district setting including Brown Act compliance, Special District law, and Proposition 218.
- c) Functions, authority, responsibilities and limitations of an elected Board of Directors.
- d) Principles and practices of potable water production, treatment and distribution.
- e) Principles and practices of wastewater treatment and disposal.
- f) Applicable legal guidelines and standards effecting special district administration and operation.
- g) Techniques for effectively communicating with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, occasionally when relations may be confrontational or strained.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: General Manager

FLSA STATUS: Exempt

REPORTS TO: Board of Directors

4. ESSENTIAL ABILITIES

Ability to:

- a) Plan, organize, and coordinate the activities of the District.
- b) Work cooperatively with the elected Board of Directors to implement the policies set by the Board of Directors.
- c) Serve as technical advisor to Board of Directors, and the general public on water resources and sanitation issues.
- d) Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- e) Develop and administer an annual budget.
- f) Supervise and control the expenditure of funds and resources of the District.
- g) Provide excellent staff leadership. Effectively interview, select, train, supervise and evaluate subordinate directors, managers and staff.
- h) Establish and maintain harmonious working relationships with subordinates, representatives of county departments, other public agencies, private contractors, engineers, and the general public.
- i) Interpret, apply and explain complex laws, codes and regulations.
- j) Prepare and direct the preparation of simple, concise comprehensive written reports and oral presentations containing alternate solutions and recommendations regarding specific resources, plans and policies.
- k) Use initiative and independent judgment within general policy guidelines.
- l) Exercise initiative, ingenuity, and sound judgment in solving difficult administrative, economic, technical, and personnel problems.
- m) Evaluate District policies and procedures; define problem areas, and direct the implementation of policy decisions and practices to improve operations
- n) Make public presentations and conduct public hearings.
- o) Analyze and review draft staff reports and recommendations, and give constructive criticism.
- p) Use tact, discretion and prudence in dealing with those contacted in the course of the work including Board members, management team, employees, and members of the public.
- q) Work effectively and cooperatively with staff and a wide variety of customers and other individuals in person and over the telephone.
- r) Exercise sound independent judgment within established policy and procedural guidelines.
- s) Understand the necessity for and maintain confidentiality of information where necessary.

5. PHYSICAL REQUIREMENTS

With or without reasonable accommodation:

- a) Ability to read printed materials and a computer screen.
- b) Ability to type on a keyboard and use a mouse for extended periods of time.
- c) Ability to use a computer and software to access, record and convey information in a variety of formats.

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FLSA STATUS: Exempt

REPORTS TO: Board of Directors

- d) Ability to interact in person and on the telephone, relaying information verbally.
- e) Ability to communicate clearly, concisely and effectively, both orally and in writing with a variety of people.
- f) Ability to maintain, regular, predictable, punctual attendance in person.
- g) Ability to compete and analyze information and financial material.
- h) Ability to drive to designated locations within and outside the District to inspect facilities or attend meetings.
- i) Mobility to work in a standard office environment and use standard office equipment.
- j) Ability to grasp, lift and move files, binders, boxes and other collections of documents (which can total up to 40 pounds).
- k) Ability to inspect District facilities in the field.
- l) Ability to attend meetings in person outside of normal working hours.
- m) Ability to oversee meetings and coordinate the actions of many people.
- n) Ability to travel to necessary locations to perform work tasks and participate in meetings.

6. EDUCATION AND EXPERIENCE

- a) Extensive knowledge of: public agency administration, personnel management, the principles and practices of water, wastewater and water resources management; the political attitudes and concerns surrounding water and wastewater services, control and utilization.
- b) Thorough knowledge of: laws, regulations and legal opinions relating to District administration, water rights, water supply and transmission activities, water quality, wastewater; infrastructure financing, sanitation systems, and; the principles and practices of public works administration and organization including personnel and fiscal management; and a working knowledge of budgetary practices and procedures; English syntax and grammar.
- c) Any combination of education and training which would provide the opportunity to acquire the knowledge and abilities listed. Graduation from an accredited college or university with a degree in public administration, business administration, engineering, law or a closely related field and seven (7) years' experience in administration and management positions with public agencies, with increasing levels of responsibility.

7. LICENSES

- a) Must possess a valid California Class C driver's license and have a satisfactory driving record.
- b) Must be bondable by District's fidelity bond insurer.

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FLSA STATUS: Exempt

REPORTS TO: Board of Directors

ACKNOWLEDGEMENT:

By signing below, I acknowledge all of the following:

I have reviewed the above Job Description, and I understand it to be accurate and complete. I understand that the Board of Directors retains the right to assign me other tasks as necessary. I also understand that the Board of Directors has the right to change this Job Description and my assigned job duties at any time.

If, at any time, I am unable to perform any of the assigned job duties or need any accommodation for medical reasons, I will alert the Board President or his/her designee and will participate in an interactive process regarding possible workplace accommodations.

I understand that I am an exempt employee and may be required to work in excess of 40 hours per week without overtime compensation and am required to report to duty in cases of disaster response.

Employee's Name (print)

Employee's Name (signature)

Date

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