

**ATTACHMENT A - HANDOUT**

**POLICY TITLE: EXECUTIVE OFFICER**

**POLICY NUMBER: 3045**

3045.1 **Executive Officer.** The General Manager shall be the Executive Officer and the Administrative Head of the District, serving at the pleasure of the Board. Additionally, the Executive Officer shall oversee the strategic direction of the District, implement changes, policies, and procedures as outlined by the Board, engage in media relations, obligations, and public relations. The Executive Officer shall be the "key" point of contact for all media relations, or as directed by the Board. Interact professionally with cities, agencies, counties, or other public agencies, organizations and the public/private sector. Maintain accountability with the Board. Monitor, implement and address District performance as directed.

3045.2 **Employment Agreement.** The terms and conditions of the General Manager's employment shall be specified in the agreement of employment established between the General Manager and the Board of Directors. Any amendments to the agreement shall be made in writing, voted by the Board and signed by both the General Manager and the President of the Board of Directors

3045.3 **Conflict.** Whenever the agreement of employment established between the General Manager and the Board of Directors is in conflict with any District policy, said agreement of employment shall prevail.

3045.4 **Duties and Responsibilities.** The General Manager shall perform the duties and responsibilities as outlined in the job description and as assigned by the Board of Directors. The General Manager shall adhere to the District's policies and procedures and act in the best interest of the organization. The following is a non-exhaustive list of the General Manager's duties and responsibilities:

- a. Oversees the District's financial planning, rate setting, and cost control measures to ensure fiscal responsibility and sustainability
- b. Has charge and control of the construction, maintenance and operation of the water system and other facilities of the District upon approval of the Board of Directors.
- c. Has power and authority to employ, discipline and discharge employees of all classifications, consistent with the District policy, Memorandum of Understanding (MOU) and other provisions of law,
- d. Establishes performance standards and duties for all employees in alignment with District policies,
- e. Fixes and alters the compensation of employees, subject to approval of the Board, and
- f. Ensures compliance with the District's Personnel Manual and prevents employees from engaging in improper activities

3045.5 **Performance Evaluation.** The General Manager's performance shall be evaluated annually by the Board of Directors.

3045.6 **Nepotism and conflict of Interest.** The General Manager shall avoid any conflict of interest and shall disclose any potential conflicts to the Board of Directors immediately. Please refer to Policy 3180 Nepotism / Employment of Relatives and Fraternalization