

# Golden West Community Services District General Manager Agreement for Professional Services



## Job Description/Scope of Work **Attachment 1**

The duties of the General Manager are as follows:

The GWCSO General Manager position is a contracted position. A candidate must possess the appropriate licenses and certificates necessary to work as a government contractor.

### **Road Maintenance**

1. Develop road project scope of work based on short and long term plans approved by the GWCSO Board. This shall include soliciting and collecting bids and quotes pursuant to the Board Purchasing and Contracting policy. Monitor road projects from preparation to completion and final inspection.
2. Arrange and manage equipment and applicable supplies necessary for routine maintenance and minor repair activities of district maintained roads such as vegetation management, signage repair/replacement, pothole repair, etc.
3. During a road emergency such as road failure, flooding, obstruction, or other dangerous condition, takes action to safely secure the area and contact appropriate agency, service or contractor to correct or repair the problem.

### **General Duties**

1. Advise the Board on issues directly related to District operations.
2. Research information pertinent to the affairs of the District.
3. Assist the Board in implementing the Districts Ordinances, including processing of encroachment and utility permits, inspecting permitted work to ensure compliance and identifying and correcting violations of the Ordinance requirements.
4. Respond to calls and emails regarding District. Maintain files, including working with secretary and others to collect monthly meeting and other documents for filing in storage unit.
5. Work with Finance Officer to ensure bills, invoices and claim vouchers are appropriate prior to submission of vouchers to County.
6. Check post office box when assigned person is not available.
7. Maintain updated contact information of the residents/property owners within the GWCSO.
8. Other duties or projects as assigned pertinent to the General Manager role.

### **Meeting Duties**

1. Attend all regular, special and emergency meetings as noticed by the GWCSO.
2. Assist Board President with agendas and backup materials and may assist with posting agenda or signage prior to meetings (72 hours prior to regular meeting and 24 hours prior to special meeting).
3. May serve as committee member of ad hoc or standing committees as approved by the Board.