

Golden West Community Service District

Agreement for Professional Services – General Manager

Scope of Work

The duties of the General Manager are as follows:

General Duties:

1. Serve as advisor to the Board of Directors on issues directly related to Board functions.
2. Research information pertinent to the affairs of the District.
3. Handle phone calls and e-mail communications. Maintain files, including collecting monthly meeting documents for filing in storage unit.
4. Prior to Board approval General Manager may review bills, invoices, and claim vouchers for payment (District Green Sheet), before submittal to the county.
5. Check Post Office box when assigned Board person is not available.
6. Maintain updated contact information of the residents/property owners within the GWCSO.
7. Miscellaneous other duties or projects as assigned and agreed on with the District Board.

Meeting Duties

8. Attend all regular, special and emergency meetings as noticed by the GWCSO. Assist the Board President with packets or agendas and may assist with posting agenda or signage prior to the meeting. (72 hours prior to a regular meeting)
9. May serve as a member of committees approved and appointed by the Board.

Periodic Duties

10. Assist with road project scope of work. This shall include soliciting and collecting bids and quotes pursuant to the Board’s Purchasing and Contracting policy. Monitors the road project from preparation to completion and final inspection.
11. Research and order signs, equipment and applicable supplies necessary for the maintenance of the District maintained roads.
12. During a district road emergency, such road failure or tree in the road, the General Manager will take action to safely secure the area and contact the appropriate agency, services, or contractor to correct or repair the problem.

Accepted by _____

Date _____
 Date _____
 Date _____