

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:

**Road Maintenance**

1. Develop road project scope of work based on short and long term plans approved by the GWCSB 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. Research and order signs, equipment and applicable supplies necessary for the maintenance of district maintained roads.
3. During a road emergency such as road failure or tree in the road, 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 Board operations.
2. Research information pertinent to the affairs of the District.
3. 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.
4. Work with Finance Officer to insure bills, invoices and claim vouchers are appropriate prior to submission of vouchers to County.
5. Check post office box when assigned person is not available.
6. Maintain updated contact information of the residents/property owners within the GWCSB.
7. 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 GWCSB.
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.

Accepted by \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_