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July 22, 2019

Board of Directors
Triunfo Water & Sanitation District
Ventura County, California

OVERVIEW OF WORK ACTIVITIES FOR CORE MANAGEMENT PERSONNEL

Summary

At the June 24, 2019, Triunfo Sanitation District Board Meeting, Vice Chair Pan requested staff provide an overview of work activities associated with the core management personnel working for the District. The attached list includes the General Manager, Finance, Engineering, and Analytic positions. The overview provides a brief listing of typical duties but is not limited to those categories or job skills. Staff recommends your Board review the list and provide direction.

Please contact me at 805-658-4621 or email marknorris@vrsd.com if you have any questions or need additional information.

REVIEWED AND APPROVED:



Mark Norris - General Manager

Attachment: Core Management Position Descriptions

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TRIUNFO WATER & SANITATION DISTRICT MANAGEMENT GROUP POSITION DESCRIPTIONS

1. General Manager

This position receives direction from the Board of Directors and provides for overall District management. Duties include, but may not be limited to, the following:

- Provides direction and oversight to staff and consultants for all District functions and activities
- Fosters relationships with intergovernmental and regulatory agencies, various public and private groups and the general public
- Attends, presents and advises the Board of Directors at District Board meetings
- Prepares, proposes, manages and coordinates the District budget and financial activities
- Develops, implements and maintains District goals, objectives, policies and priorities; ensures goals and priorities are achieved
- Conducts negotiations and represents the District in meetings with governmental agencies, community groups, and various business, professional, regulatory and legislative organizations and the media
- Directs the preparation of reports, correspondences, policies, procedures, and board packets

2. Finance

This position receives direction from the General Manager and provides for professional financial support. Duties include, but may not be limited to, the following:

- Oversees financial aspects for the District (i.e., rate setting, long range financial planning and forecasting, debt management, and budget planning)
- Provides general oversight of VRSD financial services (i.e., cost of services, indirect cost development and allocation, and budget development)

3. Engineering

This position receives direction from the General Manager and provides for professional engineering support. Duties include, but may not be limited to, the following:

- Confers with developers, contractors and representatives from other agencies regarding facility and infrastructure development
- Administers professional services and construction contracts
- Provides professional assistance to VRSD Operations
- Performs project management and administration of external and in-house capital improvement projects and other special projects
- Reviews and processes engineering projects, including preparation of plans, specifications, agreements, permits, and computation of fees
- Interfaces with VRSD staff and TWSD customers on various matters (i.e., complaints, waivers, billings, etc.)

4. Analytical

This position receives direction from the General Manager and provides for professional administrative and analytical support. Duties include, but may not be limited to, the following:

- Analyzes practices and procedures and makes recommendations for organization, operational, policy, and procedural improvements
- Assists in developing policies, procedures, and administrative control systems
- Develops, summarizes, and maintains administrative and fiscal records
- Prepares financial and statistical reports including budget analysis and tracking
- Maintains and updates various District plans, policies and ordinances
- Provides statistical analysis on various fiscal and operational parameters
- Provides support on regulatory related issues

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