

**ADMINISTRATIVE COMMITTEE
OF THE CARSON WATER SUBCONSERVANCY DISTRICT**

NOTICE OF PUBLIC MEETING

DATE: July 9, 2018
TIME: 9:00 A.M.
LOCATION: Carson Water Subconservancy District Conference Room
777 E. William St., #110
Carson City, NV

Please Note: A quorum of the CWSD Board of Directors will not be present at this committee meeting. Any action on the part of the committee is for recommendation to the full CWSD Board of Directors for ultimate action. Reasonable efforts will be made to assist and accommodate individuals with disabilities who wish to attend the meeting. Please contact Toni Leffler at (775) 887-7450 (<mailto:toni@cwsd.org>), at least three (3) days in advance so that arrangements can be made.

AGENDA

- 1) Call to order of the Carson Water Subconservancy District's (CWSD) Administrative Committee
- 2) Roll Call
- 3) Discussion Only: Public comment - Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later meeting.
- 4) For Possible Action: Approval of the Administrative Committee Minutes from January 24, 2018
- 5) For Possible Action: Review of the General Manager's FY 2017-18 annual review results.
- 6) For Possible Action: Review of the General Manager's job description.
- 7) Discussion Only: Public comment - Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later meeting.
- 8) For Possible Action: Adjournment

Supporting material for this meeting may be requested from Toni Leffler at 775-887-7450 (<mailto:toni@cwsd.org>) and is available at the CWSD offices at 777 E. William St., #110A, Carson City, NV 89701 and on the CWSD website at www.cwsd.org.

In accordance with NRS 241.020, this notice and agenda has been posted at the following locations:

-Dayton Utilities Complex
34 Lakes Blvd
Dayton, NV

-Minden Inn Office Complex
1594 Esmeralda Avenue
Minden, NV

-Lyon County Administrative Building
27 S. Main St.
Yerington, NV

-Churchill County Administrative Complex
155 N Taylor St.
Fallon, NV

-Carson City Hall
201 N. Carson St.
Carson City, NV

-Carson Water Subconservancy District Office
777 E. William St., #110A
Carson City, NV

-Alpine County Administrative Building
99 Water St.
Markleeville, CA

-CWSD website:
<http://www.cwsd.org>

-State public meetings website:
<http://notice.nv.gov>

AFFIDAVIT OF POSTING

The undersigned affirms that on or before 9:00 A.M. on July 3, 2018, he/she posted a copy of the Notice of Public Meeting and Agenda for the July 9, 2018, meeting of the Administrative Committee of the Carson Water Subconservancy District in accordance with NRS 241.020; said agenda was posted at the following location:

_____.

SIGNATURE

Name: _____

Title: _____

Date & Time of Posting: _____

MEMORANDUM

TO: Administrative Committee
FROM: Edwin James
DATE: 7-9-18
SUBJECT: Agenda Items Background Information

Item #5 - For Possible Action: Review of the General Manager's FY 2017-18 annual evaluation results. At the June Board meeting, the Board was asked to complete and return an annual evaluation of the General Manager. The summarized results are attached.

Item #6 - For Possible Action: Review of the General Manager's job description. David Griffith suggested that the General Manager's job description be reviewed to determine whether it is accurate for his current responsibilities. The job description is attached.

2018 GENERAL MANAGER EVALUATION
SUMMARY

SCORES:

18
15
16
18
18
18
17
18
18
18

174 divided by 10 evaluations = **17.4 average rating**

REDUCED RATINGS IN CATEGORIES LISTED BELOW:

- ORGANIZATIONAL SKILLS - Decision quality (1 rating)
- ORGANIZATION SKILLS - Presentation skills (no ratings)
- OPERATING STYLE - Communication (1 rating)
- OPERATING STYLE - Delegation of work to be done (3 ratings)
- PERSONAL/INTERPERSONAL SKILLS - Being open and receptive (1 rating)
- PERSONAL/INTERPERSONAL SKILLS - Demonstrates flexibility to work with varying groups (no ratings)

GENERAL COMMENTS:

- I am not a fan of using a point system for evaluations, as they are subject to each rater's criteria. I think Ed does an exceptional job and does it while trying to appease a multitude of bosses with conflicting agendas.
- Ed is very accessible and always listens to new ideas to resolve very complex local and regional issues. Ed very much understands the global picture of what is happening in the entire Carson River Watershed area, and he never appears centric to any particular area of group in the watershed area. Ed's expertise, professionalism, and openness are much appreciated and area a great value to the district.
- Mr. James is the hardest working, most fair minded, devoted public servant I rate as a Board Member of public organizations. Thank you Mr. James!
- Ed showed a willing and capable ability to work through some challenging issues in this past year.
- Thanks Ed!

CARSON WATER SUBCONSERVANCY DISTRICT GENERAL MANAGER

FLSA Status: Exempt

Created: December 31, 2014

DEFINITION: Plans, directs, manages, and oversees the activities and operations of Carson Water Subconservancy District (CWSD). Performs high-level administrative, technical, and professional work in directing and supervising the administration of CWSD organization. Receives broad policy guidance from CWSD Board of Directors.

DISTINGUISHING CHARACTERISTICS: This is a regular full-time position.

This position is responsible for the overall management of CWSD and for the supervision of management staff and management of CWSD resources consistent with the administrative and policy direction of the CWSD Board of Directors. This is an "at-will" position and serves at the pleasure of the CWSD Board of Directors.

ESSENTIAL FUNCTIONS: *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Develops, evaluates, and implements administrative policies and procedures to meet CWSD goals and objectives; supervises the performance of CWSD personnel; coordinates the activities of CWSD to ensure timely, efficient, and effective delivery of programs and services.
2. Selects, directs, develops, and evaluates personnel staff; instructs and trains staff and provides training programs to enhance the capabilities of staff and improve the delivery of services; listens, responds to, and resolves employee problems, concerns, complaints, and grievances; administers discipline for inadequate performance and/or improper behavior.
3. Negotiates and represent CWSD in various activities and meetings with both private and public agencies, governmental entities and individuals; testifies on state and federal legislation; make educational and informational presentations to various organizations and news media;
4. Oversees the development of the annual CWSD budget for approval by the Board of Directors; monitors expenditures to ensure compliance with budgets; accounts for variances between projected and actual expenditures, and provide monthly financials to the Board of Directors.
5. Analyzes proposals regarding policies, programs, and services and develops recommendations to the CWSD Board of Directors; analyzes information pertaining to CWSD services and operations including policies, programs, methods, budgets, staffing, organization, and capital needs; writes reports and correspondence for government agencies, members of the community, and the CWSD Board of Directors.
6. Administers the preparation of CWSD meeting agendas; attends CWSD meetings; makes oral and written presentations to CWSD Board of Directors and

- to other public and private groups; provides information to the news media and the public regarding CWSD operations; represents the CWSD with other government agencies and in meetings with the public.
7. Analyzes proposed legislation and administrative regulations for their impact on CWSD operations; reviews and makes recommendations to the Board regarding legislative activities; participates in the lobbying process by presenting oral and written testimony to appropriate bodies.
 8. Oversees the development of grant applications.
 9. Directs the collection of climatological and hydrologic data; advises the Board, counties/cities, state and federal agencies in the evaluation of flood threatened areas for flood control planning, including floodplain management.
 10. Assists CWSD Board of Directors in the development of overall goals of CWSD; provides leadership and direction in the development of short- and long-range plans for achieving overall goals.
 11. Advises the Board, counties/cities, state and federal agencies in the planning, design and construction of regional water supply, transmission, and treatment facilities.
 12. Advises the Board, counties/cities, state and federal agencies in watershed management and issues that may or do impact the water resources of the Carson River Basin.
 13. Demonstrates professional attitude with appropriate tact and discretion in all interactions with all internal and external customers, to include but not limited to CWSD personnel, CWSD Board, governmental agencies, civic groups, service organizations, vendors, consultants, other agencies doing business with CWSD, and general public.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge and Skills/Abilities:

Knowledge of

- Principles and practices of management and supervision.
- Principles of public budget preparation and administration.
- Principles of public personnel administration and employee relations.
- Principles and practices of engineering administration, flood control projects, water supply, transmission and treatment, and watershed management.

Skill/Ability to

- Develop policies and goals consistent with CWSD directives.
- Manage flood control, drainage, water supply, treatment, transmission, and watershed projects.
- Plan, direct, and evaluate the work of staff.
- Develop, motivate, and supervise staff.

- Work effectively under the pressure of deadlines, conflicting demands, and emergencies; gain cooperation through discussion and persuasion.
- Collect, interpret, and evaluate narrative and statistical data pertaining to policy, fiscal, and operational matters.
- Analyze policies, regulations, projects, activities, and methods.
- Project the consequences of proposed actions.
- Implement administrative policies and work programs consistent with regulations and with CWSD policies and goals.
- Understand, interpret, and apply laws and regulations.
- Present findings, recommendations, and policies to individuals and groups in an understandable and persuasive manner.
- Communicate effectively in writing on matters related to department policies, funding, and operations.

Required Certifications and Licenses:

Possession of a valid driver's license or alternate means of travel.

Experience and Training: *Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

Bachelor's Degree in Civil Engineering or other water/natural resource-related field and a minimum ten years of progressively responsible experience in areas of water resource management including working with elected officials and public organizations.

Physical, Intellectual, and Mental Requirements: *The physical, intellectual, and mental requirements described here are fundamental for an employee to successfully perform the essential functions of the job.*

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal. Strength and stamina to bend, stoop, sit, stand, and walk for extended periods of time. Dexterity and coordination to handle files and single pieces of paper; periodic lifting of files, stacks of paper or reports, references, and other materials. Some bending, reaching, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone and in person. Mental stamina to deal with emotionally difficult situations. Moderate lifting (up to 30 pounds) may be periodically required. Must be able to work outside with ability to maneuver on uneven ground.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Working Conditions: *Work is performed under the following conditions.*

Position generally functions indoors in an office type environment where most work is performed at a desk. Position also functions outside with exposure to extreme weather conditions including heat, rain, snow, cold, and wind. Work may be performed independently and may be in isolated geographic areas.

Employee's Acknowledgement: I acknowledge that I have read the above job description and have received a copy for my records.

Signature: _____ Date: _____