

## **CHAPTER 3**

### **DISTRICT ADMINISTRATION**

#### **3.1 STRUCTURE OF DISTRICT ADMINISTRATION**

- A. The District Administration consists of the District Manager and the District Manager's staff.
- B. Each staff member shall have such authority as is necessary to enable him to carry out duties and responsibilities assigned to him by this document or by direction of the District Manager. The designation of a duty or responsibility shall constitute such authority as is necessary to affect the duty or responsibility so imposed.
- C. The District Manager may direct any department to furnish another department with service, labor, and/or materials.

#### **3.2 FIDELITY BONDS**

At a minimum, the following District employees (District Manager, Treasurer, Secretary, and Office and Customer Service Manager) shall, before assuming the duties of their position, be bonded with corporate sureties for the faithful performance of the duties of their positions and the payment of all monies received by such individuals. A blanket bond or separate bonds may be obtained. The District shall pay the bond premiums.

#### **3.3 DISTRICT MANAGER POSITION**

A District Manager shall be employed under contract. The District Manager shall be hired on the basis of his ability, integrity, and prior experience relating to the duties of the position, including but not limited to, abilities of public administration and leadership; and shall possess managerial capabilities as in the opinion of the Board befit him to provide professional direction to the District.

#### **3.4 POWERS AND DUTIES OF THE DISTRICT MANAGER**

The District Manager shall:

- A. Be the chief executive officer of the District. The administrative powers of the District are vested in and exercised by the District Manager and his staff.
- B. Faithfully execute and enforce all applicable laws, rules and regulations, and see that all contracts, permits, licenses, leases and privileges granted by the District are observed.
- C. Carry out the policies and programs established by the Board.

- D. Hire qualified personnel for each of the District Manager's staff positions; recommend the creation of any other position as may be deemed necessary for the good government of the District; and regulate and prescribe the powers and duties of all staff positions of the District except as provided by law.
- E. Examine and inspect the books, records, and official papers of any office, department, agency, board or commission of the District, and make investigations and require reports from personnel.
- F. Approve, subject to the provisions of this document, the hiring of all other employees.
- G. Approve the suspension or removal of all other employees, and/or delegate such authority to staff.
- H. Develop, implement, and administer personnel rules and regulations as approved by the Board. Establish standards, qualifications, criteria, and procedures to directly or indirectly manage all employees within their respective positions, subject to any applicable provisions of the Rules and Regulations Governing Employment Conditions, Salaries And Benefits for Employees of Paradise Irrigation District (including any amendments thereto).
- I. Submit to the Board plans and programs relating to the development and needs of the District, and annual or special reports concerning the financial, administrative, and operational activities of the District.
- J. Attend all meetings of the Board and take part in its discussions and deliberations.
- K. Recommend to the Board for adoption such measures as he deems necessary or expedient.
- L. Prepare a financial estimate of the annual budget, which includes District goals and objectives, and advise the Board of the financial condition and needs of the District.
- M. Notify the Board of any emergency existing in any department.
- N. Coordinate all District departments.
- O. Coordinate with the District Secretary to schedule and cause notice to be published of District meetings before the Board as required by law, including, but not limited to:
  - 1. Water rate hearings
  - 2. Adoption or amendment to District budgets

- P. Execute such contracts as are necessary for the good order and functioning of the District, provided the expenditures pursuant to such contracts are within the appropriations contained within the appropriate budget, as adopted by the Board, and accepting those contracts specified in **other sections of this manual**.
- Q. Execute contracts for easements, right-of-way and/or well protection zones, provided any expenditure pursuant to such contracts do not exceed \$5,000 and that the District is a grantee of the interest(s) conveyed, and excepting those contracts specified in **other sections of this manual**.
- R. Implement and administer a plan, as approved by the Board, for the compensation of District employees.
- S. Approve expenditures and purchase orders made for official District business, provided such expenditures are within the appropriations contained within the appropriate budget as adopted by the Board.
- T. Discharge any other duties specified by statute or designated by the Board.

### **3.5 SUPPLEMENTAL POWERS AND DUTIES**

In addition to the powers and duties enumerated in **other sections of this manual** the District District Manager may:

- A. Authorize a department head or staff member responsible to him to appoint and remove employees serving under that department head or staff member.
- B. Designate himself or some other staff member to perform the duties of any office or position under his control which is vacant or which lacks administration due to the absence or disability of the incumbent.
- C. Assign any employee of the District to any department or branch requiring services appropriate to the personnel system classification of the employees so assigned.
- D. Investigate, examine or inquire into the affairs or operation of any department, division, or office; and when so authorized by the Board, he shall have power to employ consultants and professional counsel to aid in such investigations, examinations or inquires.
- E. Examine all proposed contracts to which the District may be party.
- F. Sign legal documents and warrants normally signed by the Board Secretary in the absence of the Board Secretary.

### **3.6 DISTRICT MANAGER'S WORKING TIME**

The District Manager shall devote his full attention to the performance of these duties and shall not engage in outside employment without the consent of the Board.

### **3.7 REMOVAL OF THE DISTRICT MANAGER**

The District Manager serves under contract at the pleasure of the Board. The Board may, at its pleasure, by majority vote and in accordance with the terms of the District Manager's contract, remove the District Manager.

### **3.8 DISTRICT OFFICE HOURS**

The District's office hours open to the public shall be from 9:00 a.m. to 4:00 p.m. Monday through Friday, except for designated holidays.

### **3.9 MEMBERSHIP IN ASSOCIATIONS**

The District, as represented by the Board of Directors, may hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training. Memberships may be maintained as described in the budget in the Association of California Water Agencies, American Water Works Association, California Rural Water Agency, Paradise Chamber of Commerce, the Butte County Special Districts Association, and other applicable associations. Annual dues are paid to each when due.