

## Section 8. Appointment of ~~District Manager~~ Executive Director

- a. The Board shall be solely responsible for selecting a District Manager, who shall be responsible for managing the District's operations, facilities, and property. The Board shall adopt a written ~~statement~~ **job description**, setting forth the qualifications, authority, and duties of the District Manager. The Board shall set the ~~District Manager~~ **Executive Director's** compensation.
- b. **Other employees may be authorized by the Board to assist the Executive Director in the implementation of policy.**
- c. **Directors may discuss District business with District employees but not direct employees in the exercise of their duties. Such employees shall, if possible, supply information requested in writing and shall inform the Executive Director when information is supplied.**
- d. The Board shall ~~at least~~ annually conduct a review of the performance and compensation of the District Manager
- e. The ~~District Manager~~ **Executive Director** may recommend and shall implement policies adopted by the Board. ~~The Board~~ **The Executive Director** is ~~not~~ responsible for day-to-day management or operations of the District.
- ~~d. The Board and individual Directors may question the District Manager with respect to the development and implementation of District policy. The Board, but not the individual Directors, may direct the District Manager with respect to the development and implementation of District policy.~~
- ~~e. Individual Directors shall not direct employees in the performance of their duties~~
- ~~f. Any such direction shall be reported to the Board and District Manager~~
- f. The ~~District Manager~~ **Executive Director** may discuss District business with Directors outside a public meeting, but the ~~District Manager~~ **Executive Director** shall not communicate the views of Directors to one another, except at a Board meeting. The Board shall not discuss or act on the ~~District Manager's~~ **Executive Director's** recommendations, except at a public meeting

## Section 9. Duties of the ~~District Manager~~

~~The Board of Directors, unless otherwise stated, shall delegate to District Manager full charge and control of the affairs of the District consistent with the policies established by the Board. The District Manager shall work with the Board or any of its committees in a highly professional manner.~~

~~The District Manager also shall:~~

- ~~a. Present to, and upon Board approval, implement a District strategic plan.~~
- ~~b. Develop and implement a plan, along with the appropriate budget and schedule, that will meet the state of California's seismic upgrade requirement~~
- ~~c. Administer the Agreements.~~
- ~~d. Serve as liaison between the Board and District employees.~~

e. If an emergency arises and there is insufficient time to notify the Board, the District Manager may take appropriate and reasonable action otherwise within the Board's jurisdiction. The District Manager shall report such action to the Board as soon as possible.

f. The District Manager shall hire, with the concurrence of the Board, other District officers as the District may require, each of whom shall perform such duties as the Board may determine from time to time. Officers shall serve at will.

g. The District Manager may engage professional consultants to provide specialized service with the approval of the Board.

h. The District Manager may engage an engineer to assist in the planning and design of District facilities with the approval of the Board.

#### Section 10. Other Officers.

a. Other officers and employees shall assist the District Manager in the implementation of policy.

b. Directors may discuss District business with officers. The officers shall, if possible, supply information requested by Directors in writing, and shall inform the District Manager when information is supplied.

#### Section 11. Employees.

The District Manager shall serve as head of Human Resources. Directors are not encouraged to discuss District business with employees. If a Director inquires of an employee about District business, the employee shall respond to the Director and inform the District Manager.