

REGIONAL WATER AUTHORITY POLICIES AND PROCEDURES MANUAL

Policy Type : Operations
Policy Title : Authority Delegated to the Executive Director
Policy Number : 300.1
Date Adopted : September 12, 2002
Date Amended : March 8, 2012

AUTHORITY DELEGATED TO THE EXECUTIVE DIRECTOR

General Authority

The Executive Director will be the chief administrative officer of the RWA, will serve at the pleasure of the Board of Directors, and will be responsible to the Board for the proper and efficient administration of the RWA pursuant to the provisions of the RWA Joint Powers Agreement, or any resolution or policy directive of the Board.

Specific Authority

The Executive Director will be authorized to:

- Plan, organize and direct all RWA activities, under policy direction from the Executive Committee and the Board of Directors;
- Appoint and remove all RWA employees (subject to compensation and benefits that are authorized within the RWA-approved budget), all of whom will serve at the pleasure of the Executive Director, except as is otherwise provided by law, by the RWA Joint Powers Agreement or directive of the Executive Committee or the Board of Directors;
- Enter into contracts on behalf of RWA pursuant to the provisions of Policy 300.2, Professional Services Selecting and Contracting; or directive of the Executive Committee or the Board of Directors;
- Prepare the RWA budget for consideration for approval by the Executive Committee and the Board of Directors;
- Pay RWA bills that are within the RWA-approved budget and are consistent with the terms of RWA-approved contracts;

- Administer and make payments under contracts that have been approved by RWA, consistent with the terms of the contracts;
- Administer and make payments under Project or Program Agreements under Article 22 of the RWA Joint Powers Agreement that have been approved by the Executive Committee; and
- Prepare agendas for meetings of the Executive Committee and the Board of Directors.

Duties

The Executive Director will do the following:

- Maintain liaison and relationships among JPA members and federal, state and local agencies;
- Report to the RWA Board of Directors and Executive Committee at scheduled meetings, and make recommendations to the Board on matters related to policy and the implementation of adopted policies;
- Prepare agendas for Board and committee meetings, and oversee preparation of minutes of Board and committee meeting;
- Develop personnel policies as they relate to administrative, managerial and technical staffs of the RWA;
- Develop and maintain financial policies for consideration and approval by the Executive Committee and the Board of Directors to ensure that financial policies and operations comply with applicable state, federal and local government requirements;
- Oversee implementation of adopted policies and actions of the Executive Committee and Board of Directors; and
- Serve as Executive Director of the Sacramento Groundwater Authority (SGA), and manage the operations of SGA pursuant to the terms and conditions of the cost-sharing agreement between RWA and SGA.