



# Santa Cruz Consolidated Emergency Communications Center

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(408) 728-6125

## COMMUNICATIONS ADMINISTRATIVE POLICY/PROCEDURE

Policy No: 240  
Date Issued: March 18, 1993  
Date Revised:

APPROVED:   
Board Chairperson

SUBJECT: GENERAL MANAGER

1. The powers, duties, and responsibilities of the General Manager are:

1.1 To attend all meetings of the Board of Directors.

1.2 To advise the Board of Directors in connection with any operational and personnel matter relating to the Joint Powers Authority.

1.3 To act on behalf of the Board of Directors in all matters of personnel administration which includes hiring, supervising, directing, assigning, evaluating, and (subject to the Center's personnel policies and procedures and other applicable state laws) disciplining or removing Center employees.

1.4 To lead and coordinate the technical, administrative, and operational responsibilities of the Center.

1.5 To supervise and direct the preparation of the annual operating and capital improvement budget for the review and adoption by the Board of Directors.

1.6 To be responsible for budget administration after approval and adoption.

1.7 To supervise the planning, acquisition, construction, maintenance, and operation of the communications services, facilities, and functions of the Center.

1.8 To execute transfers within major budget object levels, as long as the total expenditures of each major budget object level remain unchanged (refer to Policy No. 331)

1.9 To ensure that liability and casualty insurance for the Authority is established and maintained.

1.10 To perform other such duties as the Board of Directors may require in carrying out its policies and directives.