



## CLASSIFICATION SPECIFICATION

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### ASSISTANT GENERAL MANAGER

#### DEFINITION:

Under direction of the General Manager, assists in directing, planning, and overseeing the District's functions and operations including, but not limited to administration, engineering, operations, human resources, conservation, public information, and community outreach programs; ensures implementation of Board policies programs and long-term operating strategy; represents the Board's policies and programs with employees, community organizations, and the general public; reviews District operations and prepares recommendations for improving efficiency; coordinates District activities with a variety of private and public agencies; the Assistant General Manager also acts as General Manager in the absence of the General Manager; performs other duties as assigned.

#### SUPERVISION RECEIVED/EXERCISED:

Receives direction from the General Manager. Exercises general direction over the Human Resources Specialist and the Programs and Public Affairs Associate.

#### ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Assists the General Manager in formulating and proposing plans, policies and programs to the Board of Directors.
- Assists the General Manager in interpreting and implementing adopted Board policies and objectives.
- Provides responsible staff assistance to the General Manager and Board of Directors; attends a variety of board, committee, civic and commission meetings; prepares and presents staff reports and other necessary correspondence.
- Performs special projects for the General Manager and/or Board of Directors, as directed.
- Provides the General Manager with a variety of administrative and operational reports and recommendations for consideration and action.
- Manages the development and implementation of departmental goals, objectives, policies and procedures for each assigned program area; establishes overall priorities, allocates resources, directs conduct of the work plan, and monitors and evaluates work methods and procedures.
- Participates in the District's intergovernmental programs and activities; assists in analyzing proposed local, state and federal law and regulations for their impact on District practices and operations; assists in drafting position papers and public testimony.
- Manages the public relations, awareness, and community involvement programs designed to create and maintain a positive image of District operations and programs.

- Tracks and monitors government regulations, laws, policies and other government activities.
- Participates in the District's intergovernmental programs and activities; assists in analyzing proposed local, state and federal law and regulations for their impact on District practices and operations; assists in drafting position papers and public testimony.
- Develops and maintains District personnel policies and procedures to comply with District policies and applicable local, state, and federal codes, regulations, and laws; recommends actions required to accomplish compliance.
- Develops and coordinates, in conjunction with management and supervisory staff, programs and procedures to promote recruitment, selection, development, and retention of qualified employees.
- Assesses and monitors workloads, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements needed changes.
- Plans and organizes complex administrative or management studies relating to District activities; develops and assists in implementing policy and procedural modifications.
- Identifies problems; evaluates alternative courses of action and makes recommendations regarding such areas as organizational structure, staffing, productivity, policy or procedure modifications.
- Represents the General Manager and the District in dealings with other public agencies, regulatory bodies, contractors, consultants, civic groups and related individuals or organizations.
- Reviews and analyzes potential water needs, available water supplies, and the state of technology related to water and wastewater systems.
- Establishes positive working relationships with representatives of community organizations, state/ local agencies, District staff and Board, and the general public.
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
- Works weekends, evenings and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
- Performs other related duties as assigned.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Work in an office environment with some exposure to dust, dirt, and hazardous materials.
- Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone and two-way radio for communication.

- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, other elected and appointed governmental officials, media representatives, business and community leaders, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
- Travel by vehicle while conducting company business.

**QUALIFICATIONS:** *The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from college with a Bachelor's degree in Business Administration, Public Administration, Engineering, or a closely related field, and eight (8) years of progressively responsible administrative experience in an agency engaged in providing water and wastewater services including a minimum of four (4) years in a management or supervisory capacity.

**License/Certificate:**

Possession of a valid Class C California driver's license and satisfactory driving record.

**KNOWLEDGE/SKILLS/ABILITIES:** *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

**Knowledge of:**

- Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development.
- Relevant Federal, State and local laws, rules, ordinances, codes, and legislative processes controlling District functions, programs, and operations.
- Organization, operation, and problems of special districts.
- Principles of management, leadership, supervision, and training.
- Principles, methods and problems of administering a water and wastewater system.
- Current theories, principles, procedures, practices, laws, and trends in the water and wastewater service industry.
- Principles and practices of planning and managing the District's financial, budgeting, and long range strategic planning.
- Engineering, water technology and wastewater related to District operations.
- Computer applications related to work.

- Safe work methods and safety regulations.

**Ability to:**

- Organize and direct the work of staff to achieve efficient operation and meet strategic and program goals.
- Prepare and administer a District budgeting and fiscal control process.
- Collect, organize, and analyze data on a variety of topics.
- Prepare concise and comprehensive reports.
- Oversee the preparation of board agendas.
- Communicate well during public presentations.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Evaluate and make recommendations on improvements to existing District operations, programs and services.
- Exercise sound independent judgment.
- Develop and implement work standards, policies and procedures.
- Coordinate multiple projects and meet critical deadlines.
- Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, and policies.
- Effectively represent the District's policies, programs, and services with individual citizens, community groups and other government organizations.
- Interpret and explain District policies and procedures.
- Select, assign, supervise and evaluate the work of staff; delegate authority and responsibility to ensure accountability.
- Provide excellent customer service and resolve public concerns and complaints.
- Skillfully and safely operate a motor vehicle when required in the course of performing work duties.
- Exercise independent judgment and initiative.
- Establish and maintain excellent working relationships with community organizations, District staff and Board, and the general public.
- Operate a computer and related software.

**STATUS:** Exempt

Revised: January 7, 2020