



## ASSISTANT GENERAL MANAGER

Job Status: Exempt  
Date Adopted: 05-13-2025  
Date Modified: 05-13-2025

*Service Beyond Expectation*

Safety Sensitive Position

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

---

### **DEFINITION**

Under the direction of the General Manager/CEO, the Assistant General Manager is responsible for providing leadership in developing strategic relationships with regional partners, executing the District's water supply planning goals as set by the GM/CEO and Board of Directors, including advancing the District's regional agenda to ensure water and wastewater service objectives are met. Plans, organizes, manages, and directs Engineering Services, Information Technology, Operations, and legislative activities. Acts in lieu of the General Manager/CEO in the absence of the General Manager/CEO; participates in Board of Directors and related meetings; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Assistant General Manager is an executive-level classification within the District's organizational structure. As described above, the incumbent functions as an administrative agent to the GM/CEO with various areas of program responsibility. The Assistant General Manager will direct the efforts of the Engineering Division, Operations Division, Information Technology Division, and legislative activities.

### **SUPERVISION RECEIVED AND EXERCISED**

Direction is received from the General Manager/CEO.

Direct supervision is provided to professional, executive, mid-management, and administrative staff.

### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Plans, organizes, controls, integrates and evaluates the work of assigned divisions which encompass multiple departments; interprets District policies, and applicable laws and regulations; establishes overall priorities, and establishes resources.
2. Assesses and monitors workloads, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements needed changes.
3. Directs and monitors the development, implementation, and evaluation of short-term and long-term District-wide goals and objectives, plans, programs, projects, policies, and systems focused on achieving the District's mission and Strategic Plan.
4. Provides expert advice and assistance to the General Manager/CEO in identifying, articulating, and implementing District policies, programs, and projects to meet community and customer needs.

## **Assistant General Manager**

5. Provides day-to-day leadership to ensure a high performance, customer-service oriented work environment, consistent with sound management principles and District mission and values.
6. Participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with the District's interest and needs; analyzes proposed legislation and recommends options for the District's position on legislative matters affecting the District's operations.
7. Directs and administers the various groundwater basin management activities, management planning and water rights issues, and Watermaster-related duties and responsibilities.
8. Administers the Regional Sewer Program, regional and state agency coordination and collaboration, and Special District issues.
9. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. Oversees preparation and submission of departmental budget requests; manages division budgets after adoption; approves expenditures and implements budgetary adjustments as appropriate and necessary.
11. Represents the organization/department with other departments, elected officials, and outside agencies; coordinates departmental work programs with other entities as necessary to accomplish mutual goals.
12. Provides responsible staff assistance to the GM/CEO and Board of Directors; attends various board, committee, and commission meetings; prepares and presents staff reports and other necessary correspondence.
13. Negotiates and resolves controversial issues; investigates and responds to complex and sensitive citizen inquiries and complaints.
14. Identifies opportunities for improving service delivery methods and procedures; identifies resources needed; reviews with appropriate management staff; implements improvements.
15. Attends and participates in professional group meetings; stays abreast of new trends and innovations.
16. May act in the absence of the General Manager/CEO if assigned.
17. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
18. Regular attendance at the work site.

### **Marginal Functions:**

- I. Performs related duties and responsibilities as required.

## **Assistant General Manager**

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### ***Knowledge of:***

Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned areas of responsibility.

Principles of leadership, management and administration, supervision and training.

Relevant Federal, State, and local laws and regulations.

Principles and practices of program and project management.

Principles and practices of public administration, including budgeting, purchasing, and maintenance of public records.

Organization, function, role and authority of the public agency Board of Directors.

The Brown Act and other laws regulations governing the conduct of public meetings.

Social, political, and environmental issues influencing programs/project development and implementation.

Theories, principles, practices, and techniques of assigned areas of responsibility.

District personnel policies and procedures, and mandated safety rules, regulation, and protocols.

Business letter writing and report preparation.

Modern information technology uses and applications.

#### ***Skill in:***

Managing a diverse workforce

Operating a personal computer and relevant software.

#### ***Ability to:***

Develop and administer organization/department goals, objectives, and procedures.

Provide administrative, management, and professional leadership for the District.

Analyze and assess programs, policies, and operational needs and adjust appropriately. Identify and respond to sensitive community and organizational issues, concerns, and needs.

Delegate authority and responsibility and ensure accountability.

Assign, supervise, and evaluate the work of subordinate staff. Prepare and administer budgets.

Represent the District effectively with outside organizations and individuals.

Prepare written reports and make oral presentations to public bodies.

Explain technical issues to non-technical persons.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity, which allows for making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating assigned equipment.

Interpret and explain District policies and procedures.

## Assistant General Manager

### REQUIRED QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

<b>Job Title</b>	<b>Assistant General Manager</b>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Ten (10) years of progressive management-level experience, including knowledge in strategic planning, engineering, information technology, operations and maintenance, and legislative affairs. Experience in a governmental or water industry is preferred.</li></ul>
<b>Education/Training</b>	<ul style="list-style-type: none"><li>• Possession of a Bachelor's Degree in Engineering, Business Administration, Public Administration, or a related field.</li></ul>
<b>Required License/Certification</b>	<ul style="list-style-type: none"><li>• License as a Professional Civil Engineer (PE) in the State of California.</li></ul>
<b>Desirable Degree/License/Certification</b>	<ul style="list-style-type: none"><li>• Master's Degree in Engineering, Business Administration, Public Administration, or a related field.</li></ul>
<b>DMV Class</b>	<ul style="list-style-type: none"><li>• Possession of a valid California Class C driver's license and a satisfactory driving record.</li></ul>

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

#### **Environment:**

Standard office setting; frequent interaction with District staff and the general public.

#### **Physical:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings, and by telephone; use hands to finger, handle, feel, or operate standard office equipment; and reach with hands and arms. The incumbent is frequently required to walk and stand.

#### **Mental:**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn, and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District managers, staff, applicants, other governmental officials, and the public.

#### **Vision:**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

#### **Hearing:**

Hear in normal audio range with or without correction.