

ASSISTANT GENERAL MANAGER

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 administrative and policy direction of the General Manager/CEO plan, provide highly responsible and professional assistance in the overall administration of the District; directs, oversees, plans and coordinates the activities and operations of various departments. Provides highly responsible and complex assistance to the General Manager/CEO. Oversees the execution of short-term and long-term goals and objectives consistent with the District's Strategic Plan; may act in the absence of the General Manager/CEO.

Finance and Administration Services Emphasis: Oversees the following department/divisions: Accounting, Customer Service, Legislative Affairs, Communications and Outreach, Human Resources and Risk Management; Information Technology Services, and Purchasing and Warehouse.

Engineering and Operations Services Emphasis: Oversees the following department/divisions: Engineering; Facilities Maintenance, Fleet Maintenance, Water Production, Water Treatment, Water Utility, and Wastewater Utility Services.

DISTINGUISHING CHARACTERISTICS

The Assistant General Manager is an executive level classification within the District's organizational structure. The incumbent functions as an administrative agent to the General Manager/CEO with various areas of program responsibility as described above. The Assistant General Manager will direct the efforts of multiple division managers and other support staff.

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:

1. Manages the development and implementation of organizational/departmental goals, objects, 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.
2. Assesses and monitors workloads, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements

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needed changes.

3. Prepares and presents a variety of reports to the General Manager/CEO and Board of Directors.
4. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
5. Oversees preparation and submission of departmental budget requests; manages division budgets after adoption; approves expenditures and implements budgetary adjustments as appropriate and necessary.
6. 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.
7. Provides responsible staff assistance to the General Manager/CEO and Board of Directors; attends a variety of board, committee and commissions meetings; prepares and presents staff reports and other necessary correspondence.
8. Explains, justifies and defends departmental programs, policies and activities; negotiates and resolves controversial issues; investigates and responds to difficult and sensitive citizen inquiries and complaints.
9. Identify opportunities for improving service delivery methods and procedures; identify resources needs; review with appropriate management staff; implement improvements.
10. Develop and promote a District philosophy, which enhances morale, promotes, productivity, and generally encourages a culture of caring professionalism and excellence.
11. Plan, direct and coordinate through subordinate level staff, the work plans, assignments of projects and programmatic areas of responsibility; review and evaluate work methods and procedures, meet with key staff to identify and resolve problems.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations.
13. May act in the absence of the General Manager/CEO absence, if assigned to do so.
14. Regular attendance at the worksite.

Finance and Administration Services Emphasis:

1. Direct all activities related to financial matters including management of staff and oversight of consultants to ensure that results are accomplished efficiently and in accordance with acceptable standards for quality and integrity, compliance with applicable laws, regulations, policies and procedures.
2. Develop and monitor short and long range financial planning, protection of District assets, and maintenance of budgetary controls.
3. Direct the development, preparation, and presentation of financial reports and statements,

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providing strategic and tactical advice to the General Manager/CEO and the Board of Directors regarding financial issues, including debt and asset management policies and rate and revenue structures.

4. Develop and implement investment policies and practices to ensure that the District's financial resources are appropriately utilized. Monitor legislative activities, accounting standards and tax regulations that may affect the District's financial reporting; debt management; investment; and accounting practices.
5. Develop, oversee and monitor the District's investment program and cash flows; interact with District's investment advisors; ensure compliance with established investment policy and procedures.
6. Perform complex financial analysis or use consultant resources to justify changes in water/sewer/recycled water rates; manage the work of the District's independent auditor.
7. Oversee the development and administration of the District's information technology resources.
8. Oversee the administration and development of the District's legislative and governmental affairs programs and the community outreach activities. Develops and cultivates relationships with local, state and federal representatives, and community leaders.
9. Oversees development and administration of all District human resource policies and procedures, risk management activities, and employee and organizational development activities.
10. Oversee the administration and development of the District's legislative and governmental affairs programs and the community outreach activities. Develops and cultivates relationships with local, state and federal representatives, and community leaders.
11. Oversees development and administration of all District human resource policies and procedures, risk management activities, and employee and organizational development activities.
12. Oversees development and administration of the Frontier Project Facility and the not-for-profit Frontier Project Foundation. Oversee the marketing and development activities used to fund the operating cost of the Facility and fund and future activities of the Foundation.

Engineering and Operations Services Emphasis:

1. Oversees development and implementation of engineering planning, design, construction, inspection activities, fleet and equipment maintenance, facilities maintenance, water and wastewater utility, water production, water treatment; participates in strategic planning related to water and sewer system capital improvement projects.
2. Through subordinate supervisors, directs the hiring, use, and management of engineering consultants and contractors; oversees contract administration issues; monitors progress, costs and schedules of engineering projects and prepares reports summarizing same.
3. Through subordinate supervisors, manages water and wastewater collection system maintenance and repair, fleet and equipment maintenance, and building and facility repairs;

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provides direction to ongoing water pumping and water treatment functions; oversees construction, industrial waste and cross connection inspection work programs.

4. Participates in water resource management activities as it relates to Watermaster and other water resource related activities and other related duties and responsibilities as necessary.
5. Oversees development and implementation of engineering planning, design, construction, inspection activities, fleet and equipment maintenance, facilities maintenance, water and wastewater utility, water production, water treatment; participates in strategic planning related to water and sewer system capital improvement projects.
6. Through subordinate supervisors, directs the hiring, use, and management of engineering consultants and contractors; oversees contract administration issues; monitors progress, costs and schedules of engineering projects and prepares reports summarizing same.
7. Through subordinate supervisors, manages water and wastewater collection system maintenance and repair, fleet and equipment maintenance, and building and facility repairs; provides direction to ongoing water pumping and water treatment functions; oversees construction, industrial waste and cross connection inspection work programs.

Marginal Functions:

Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles of management and administration. Relevant Federal, State and local laws and regulations.

Principles of leadership, management, supervision and training.

Principles and practices of program and project management.

Budget preparation and administration.

Business letter writing and report preparation.

Water utility operations.

Modern information technology uses and applications.

Finance and Administrative Services Emphasis

Principles and practices of planning and managing the District's financial reporting, budgeting, and long range strategic planning.

Human Resources principles and practices.

Risk management concepts and approaches.

Engineering and Operations Services Emphasis

Civil engineering principles, practices, and methods particularly as applied to water and wastewater utilities, public works and land development.

Engineering economics including cost/benefit analysis.

Engineering and capital project management methods and techniques.

Skill in:

Manage a diverse workforce

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Operating a personal computer and relevant software

Operating a personal computer and relevant software.

Ability to:

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

Analyze and assess programs, policies and operational needs and make appropriate adjustments.

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 the capability of 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.

Finance and Administrative Services Emphasis

Plan, organize and direct an effective financial management program.

Monitor cash flow and investments.

Interpret and explain District policies and procedures.

Perform financial and statistical analysis and prepare reports.

Engineering and Operations Services Emphasis

Plan, organize and direct an effective engineering, operations and maintenance program.

REQUIRED QUALIFICATIONS

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Finance and Administrative Services Emphasis

Experience:

Seven (7) to ten (10) years management-level experience in: accounting, finance, purchasing, investments, cash management, rate administration, internal audit control and debt issuance; public relations, including media relations; legislative affairs; and human resources/risk management, including five (5) years in a management capacity position. Water industry or public service experience is preferred.

Education/Training

Possession of a Bachelor's degree in business, public administration, public relations, communications or related field. Possession of a Master's degree is highly desirable.

License:

License as a Certified Public Accountant (CPA) is required.

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

Engineering and Operations Services Emphasis

Experience:

Seven (7) to ten (10) years management-level experience to include strategic planning, design, engineering and construction management of capital water, wastewater, and recycled water, including experience with development services projects, utility financing and rates including five (5) years in a management capacity position. Water industry or public service experience is preferred.

Education/Training

Possession of a Bachelor's degree from an accredited college or university with a major in Engineering or related field. Possession of a Master's degree is highly desirable.

License:

License as a Professional Civil Engineer (PE) in the State of California is required.
Possession of a valid Class C California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

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. Employee 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.

JOB STATUS: Exempt
DATE ADOPTED: March 27, 2018