



ASSISTANT GENERAL MANGER

Job Status: Exempt
Date Adopted: 07-2021
Date Modified: 03-16-2023

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 wastewater service objectives are met, overseeing Engineering Services including the CIP Budget, developing the District's Legislative priorities and advocating on its behalf, overseeing and planning the District's community outreach activities, serving as liaison to the Board of Directors in legislative and community events, and may act as GM/CEO in the absence of or on behalf of the GM/CEO as designated by the GM/CEO.

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 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:

Essential Functions:

1. Manages the development and implementation of organizational/departmental goals, objectives, policies, and procedures for each assigned program area; establishes overall priorities, allocates resources, directs the 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 needed changes.
3. Directs and monitors the development and implementation of short-term and long-term planning, including capital projects, water supply, system reliability, and state and regional water issues, including watershed and conservation.

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Essential Functions (continued):

4. Directs and administers the various groundwater basin management activities, management planning and water rights issues, and Watermaster-related duties and responsibilities.
5. Administers the Regional Sewer Program, regional and state agency coordination and collaboration, and Special District issues.
6. Oversees development and implementation of engineering planning, design, construction, and inspection activities; participates in strategic planning for water and sewer system capital improvement projects.
7. 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.
8. Oversees the administration and development of the District's legislative and governmental affairs programs and community outreach activities. Develops and cultivates relationships with local, state, and federal representatives and community leaders.
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.

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Essential Functions (continued):

18. Regular attendance at the work site.

Marginal Functions:

I. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

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.

Civil engineering principles, practices, and methods, mainly 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.

Budget preparation and administration.

Business letter writing and report preparation.

Water utility operations.

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.

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.

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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:

Job Title	Assistant General Manager
Experience	<ul style="list-style-type: none">• Ten (10) years of progressive management-level experience, including strategic planning, design, engineering, and construction management of capital water, wastewater, and recycled water, development services projects, utility financing, and rates, including general knowledge of public relations and media relations, and legislative affairs. Experience in a governmental or water industry is preferred.
Education/Training	<ul style="list-style-type: none">• Possession of a Bachelor's in Engineering or a related field.
Required License/Certification	<ul style="list-style-type: none">• License as a Professional Civil Engineer (PE) in the State of California.
Desirable Degree/License/Certification	<ul style="list-style-type: none">• Master's degree in Engineering or a related field.
DMV Class	<ul style="list-style-type: none">• Possession of a valid California Class C driver's license and a satisfactory driving record.

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.