
ASSISTANT GENERAL MANAGER

Department: Administration
Range:

FLSA Status: Exempt
Effective Date: February, 2017

General Purpose

Under direction from the General Manager and/or Board of Directors, to assist in planning, directing, and oversight of District programs, services and resources in accordance with short and long range goals, policy statements and directives; to implement and administer policies of the Board; to act on behalf of the General Manager in her/his absence; and to perform related duties as required.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Assists in planning, directing, coordinating, and controlling the daily operation of the organization through the organization's managers including administration, financing, maintenance, operation, engineering, and construction, to effect operational efficiency and economy.
- Assists General Manager with overall supervision and evaluation of all office and field operations, safety and training programs, and other District employee programs.
- Participates in developing, recommending and implementing current and long range goals, objectives, plans and policies, subject to approval by the Board of Directors.
- Participates in providing advice, guidance, and direction to carry out major plans, standards and procedures, consistent with established policies and Board approval.
- Measures performance of subordinates, equipment and systems; prepares and reviews reports and operating/production data for the organization and compares them to established objectives and standards; recommends and implements appropriate measures to correct unsatisfactory results.

- Maintain an effective and efficient water production and transmission program; maintain an adequate water supply to meet current and future demands on the water system; and keep the General Manager informed on the status of said supply.
- Coordinate with attorneys for legal issues and agreements including, but not limited to, Developer Agreements for Water Service as well as Interagency Agreements.
- Assists the General Manager with the analysis, preparation, presentation, justification and administration of the District's budget.
- Works closely with other water agencies in the region; participates on various committees to guide the agency in being effective and in participating in regional solutions.
- Assists in promoting the organization throughout the industry, special districts and/or trade associations; serves as District representative with other governmental agencies such as Local Agency Formation Commission (LAFCO), South Coast Air Quality Management District (AQMD), Regional Water Quality Control Board (RWQCB), as well as environmental agencies such as U.S. Fish and Wildlife Service, Fish and Game and the Army Corps of Engineers (permitting).
- Attends and participates in District Board meetings, professional organizations, and community meetings; prepares and presents reports.
- Performs special analytical studies and prepares reports as directed by the General Manager.
- Resolve employee and customer complaints.
- Participates in employee selection; directs, trains, develops, evaluates, and disciplines subordinate staff up to and including termination, subject to District policies and practices.
- Manage land acquisitions, easements, grand deeds, property and owner research, and environmental permitting.
- Participates in District safety meetings.
- Performs other related duties, as assigned.

Qualifications

Knowledge of:

- Water utility services, system operations and administration.
- Principles and practices of management, supervision, training and public administration.
- Utility commercial and financial practices.
- Current economic conditions and their impact upon the District's financial structure.
- Local government and community affairs.
- Public relations techniques.
- Water law and basic legal procedures concerning a public utility, including City ordinances and state and federal mandates.
- Safety practices.

Ability to:

- Plan, organize, administer, coordinate and direct the activities of the District's field operations.
- Assist in directing, administering and monitoring the District budget; interpret and analyze financial, technical and legal information; make sound judgments and decisions.
- Analyze and interpret complex data and draw logical conclusions; exercise a high degree of judgment and discretion in administering and interpreting District policies and procedures.
- Instruct and evaluate subordinate personnel.
- Evaluate and recommend improvements to existing District activities, reports, and facilities.
- Exercise a high degree of managerial and administrative skills.
- Establish and maintain cooperative working relationships with others; deal tactfully and courteously with the public.
- Communicate clearly and concisely, both orally and in writing.
- Operate a vehicle observing legal and defensive driving practices.
- Operate standard office equipment, personal computers, Internet, and Microsoft Office software products.
- Observe proper safety precautions.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education:

A bachelor's degree from an accredited college or university in business administration, public administration, civil engineering, environmental engineering or a closely related field; and

Experience:

A minimum of six (6) years of experience in progressively responsible professional water utility administration, at the managerial level, involving water system operations and engineering. Up to eight (8) years of additional qualifying experience may be substituted for the required education, on a “two for one” basis (two years of experience for one year of education).

Necessary Special Requirements

Must possess an appropriate valid, Class “C” Driver’s License issued by the California State Department of Motor Vehicles (or ability to obtain) and a good driving record.

Preferred Qualifications

Registration as a professional civil engineer in the State of California is preferred but not required. A minimum of a Water Distribution D2 Operator Certification from the California State Water Resources Control Board Division of Drinking Water is highly desired.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle, or feel. The employee is frequently required to talk, hear, taste or smell, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.