



## Assistant General Manager

Department/Division:	Administration
Reports To:	General Manager
Provides Direction To:	Director of Operations, Director of Engineering and Director of Technical Services
FLSA Exemption Status:	Exempt
Effective Date:	12/19/2024

### GENERAL PURPOSE

Under the direction of the General Manager, to provide leadership in developing strategic relationships with regional partners, executing the District's water supply planning goals as set by the GM and Board of Directors, overseeing Engineering (including the Capital Improvement Program Budget and Development) and Operations (water production, water treatment, water distribution & maintenance, water quality, and cross connection control), Technical Services and Water Resources Planning; to serve as liaison to the Board of Directors, and may act as General Manager in the absence of or on behalf of the General Manager; and to perform related duties as required.

### DISTINGUISHING CHARACTERISTICS

The Assistant General Manager is an executive level classification that assists in overseeing a variety of District programs, services and resources requiring an advanced knowledge of the terminology, procedures and practices used in the administration of the District's programs and services. This position reports to the General Manager, with a focus on operationalizing strategy and serves on the Executive Leadership Team, while ensuring that systems and policies are in place that facilitate the delivery of robust water services for the District's communities. This class is distinguished from the General Manager by the latter class's greater authority to manage, administer and supervise all organizational and operational affairs of the District under the direction of the Board of Directors.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.*

- 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.

- Ensures development of the District's capital improvement program.
- 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.
- Participates in providing advice, guidance, and direction to carry out major plans, standards and procedures, consistent with established policies and Board approval.
- Maintains an effective and efficient water production and transmission program; keeps the General Manager informed on the status of said supply.
- Coordinates 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.
- Works closely with Director of Operations and staff on maintaining and delivering a safe, adequate and reliable water supply service to meet current and future demands on the water system.
- 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, regional stakeholder meetings; professional organizations, and community meetings; collaborates with other entities on water supply matters.
- Performs special analytical studies and prepares and presents reports as directed by the General Manager.
- Resolves 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.
- Manages land acquisitions, easements, grand deeds, property and owner research, and environmental permitting. Serves as the District's State and Federal Grant Administrator.
- Participates in District safety meetings.
- Maintains prompt and regular attendance.
- Performs other related duties, as assigned.

## **QUALIFICATIONS GUIDELINES**

### **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:** Bachelor's degree from an accredited college or university in business administration, public administration, civil engineering, environmental engineering or a closely related field. Master's degree in Public Administration, Business Administration, Engineering, or a closely related field; is desirable.

**And**

**Experience:** Six (6) years of experience in progressively responsible professional water utility administration, at the managerial level, involving water system operations and engineering.

**Licenses, Certificates; 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.

**PHYSICAL AND MENTAL DEMANDS**

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

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 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.

***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.***