

## **Job Description** **Assistant General Manager**

**Job No.** AD002  
**Salary** 70 – \$192,517 - \$245,706  
**Exempt - Confidential**

### **Position Summary:**

Under the direction of the General Manager assist the General Manager in all aspects of the Agency's function, including water supply, operations, administration, finance, engineering, and construction activities. Assist in ensuring execution of short- and long-term goals and objectives, and that the Agency's operations and functions effectively serve the needs of the customers. Acts on behalf of the General Manager in that person's absence.

### **Duties/Responsibilities:**

Typical duties include, but are not limited to the following:

- Assist in the planning, development, organization, implementation and evaluation of the Agency's function and performance.
- Maintain effective oversight, communication and coordination on State Water Project policies and programs.
- Oversee all planning, reporting, and contracts related to the Agency's various water supplies.
- Ensure compliance with applicable regulations, laws, and governing authorities.
- Participate in the development of plans and programs as a strategic partner. Develop policies, procedures, and Agency directives.
- Conduct and/or oversee specific activities that contribute to the preservation and improvement of the quality and efficiency of services provided.
- Develop and make recommendations to the Board of Directors on any policies and other matters requiring their consideration and approval, and provide supporting information as necessary, to enable the Board to properly evaluate recommendations.
- Report to the Board on staff and business changes, change in Agency structure, and any significant water legislation changes.
- Implement Board-adopted policies and directives.
- Assist in the development and preparation of annual operating budgets, presenting proposed budgets to the Board for consideration and approval.
- Communicate with the Department of Water Resources, and Agency customers.
- Oversees water audit functions with other Agency personnel.
- Maintain effective communication with staff members.
- Foster a motivating, positive work environment for employees.
- Continually monitor operating costs.
- Participate in professional associations and activities, representing the Agency.
- Performs other duties and assumes other responsibilities as may be assigned by the General Manager or by necessity.

**Qualifications:**

Education: A Bachelor's degree in Civil Engineering, Environmental Engineering, or Public Administration is required.

Experience: Ten years of progressively responsible management or executive experience in public utility operation and maintenance is required.

Licensure/Certification: Professional Engineer licensure is preferred. A valid California Driver's License is required.

**Knowledge of:**

- Theoretical and practical techniques of organization design and development, public administration, public management, financial management, and long-range planning as applicable to public water utilities.
- Federal, state, and local laws, regulations, and court decisions applicable to a water distribution and treatment system.
- Organization and functions of an elected Board of Directors, the Brown Act, and other regulations governing the conduct of public meetings.
- Leadership practices.

**Ability to:**

- Analyze and make sound recommendations on complex management and administrative issues.
- Direct the operations of a water treatment and distribution system.
- Negotiate with people at all levels. Present information clearly, logically, and persuasively.
- Establish and ensure compliance with appropriate procedures and controls.
- Prepare clear, concise, and comprehensive correspondence, reports, and other written materials.
- Exercise sound, expert independent judgment within broad general policy guidelines.
- Establish and maintain effective working relationships.
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations.

**Physical Requirements:**

On a daily basis, this position requires the ability to stand, walk, and sit for extended periods of time. It also requires the daily ability to use fingers to pinch or grasp and feel items, talk, hear, see both close-up and at a distance and distinguish colors and shades of color. Work is typically performed inside in a dry atmosphere.

On an occasional basis, this position requires the ability to push or pull objects and the use of depth perception.