

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Assistant General Manager
REPORTS TO: General Manager
SALARY LEVEL: Range
DATE: 01/19
STATUS: Exempt, At-Will

Definition:

Under direction from the General Manager, provides leadership and direction to District staff so the District's mission and vision are achieved; acts on behalf of the General Manager as directed and as the General Manager in their absence; and performs related duties as assigned. The Assistant General Manager is an executive level classification within the District's organizational structure.

This position is designated as "at will". "At will" employees serve at the pleasure of the appointing authority and are subject to discharge without cause and without the right of appeal.

The Assistant General Manager functions as an administrative agent to the General Manager with areas of program responsibilities which include human resources/risk management, water policy, legislative and governmental affairs, regional coordination and collaboration, education and community outreach. On occasion the Assistant General Manager may direct the efforts of multiple division managers and other support staff.

Essential Duties and Responsibilities:

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 this class.

1. Provides responsible staff assistance to the General Manager and Board of Directors; attends variety of board, committee and public meetings; prepares staff reports and other necessary correspondence; advises the General Manager regarding policy issues, programs, and projects to meet community needs; advises the General manager in identifying, articulating and implementing policies, programs and projects.
2. Assists the General Manager in managing and directing activities of the District; develops, plans, and implements goals and objectives consistent with the District's mission and policies; utilizes performance planning techniques to identify, establish, achieve, and measure progress towards meeting these goals and objectives; may have temporary oversight for a particular section of the District as directed by the General Manager. Reviews departmental budgets.
3. Provides day-to-day leadership and works with the General Manager and management team members to ensure a high performance, customer service-oriented work environment that is consistent with sound management principles and the District's mission and values.
4. Directs and manages the development of short and long-term goals and objectives and ensures their effective execution; ensures all assigned operations and functions serve the needs of

customers, ratepayers, throughout the District's service area, while complying with applicable laws and regulations; and performs related duties as assigned.

5. Directly or through subordinate managers, supervises District staff; establishes performance standards and evaluates performance; reviews performance evaluations and disciplinary recommendations made by subordinate managers; and ensures that safe working conditions are maintained.
6. Oversees the development and administration of all District human resource policies and procedures, risk management activities, and employee and organizational development activities. Acts as a Hearing Officer during confidential grievance hearings. Takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's personnel rules, policies and labor contract provisions where applicable.
7. Prepares and recommends policies and procedures to the General Manager; reports on the effectiveness of established policies and procedures, and recommends improvements and revisions.
8. Explains, justifies and defends department programs, policies and activities; negotiates and resolves controversial issues; investigates and responds to difficult and sensitive citizen inquiries and complaints.
9. Provides engineering review and analysis of studies, reports, drawings, as needed.
10. Manages the work of consultants, when required.
11. Maintains liaison with representatives of other agencies, community groups, boards and commissions.
12. Regular attendance at the worksite.

Knowledge and Abilities

Knowledge of:

1. Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development.
2. Principles of supervision, management, and general administration.
3. Public personnel and employer-employee relations practices.
4. Effective customer service practices and procedures.
5. Principles of budget development and expenditure control.
6. Principles and practices of water utility operations, water resource supply and demand, water treatment and distribution, and facilities maintenance.
7. Laws, rules, ordinances and legislative processes controlling special District functions, programs and operations.
8. Research methods and techniques.
9. The Brown Act and other laws and regulations governing the conduct of public meetings.

Ability to:

1. Exercise leadership, authority, and management tactfully and effectively.
2. Plan, organize and direct the operations of a complex water system and recreation facility.
3. Establish and maintain working relationships with Board members, all levels of District management, other elected and appointed governmental officials, consultants, employees, media representatives, and the public.
4. Communicate effectively both orally and in writing; prepare clear, concise and comprehensive correspondence, reports, studies, and other written material.
5. Identify and respond to sensitive community and organizational issues, concerns and needs.
6. Analyze a variety of problems and data, followed by making sound policy and procedure recommendations.
7. Manage and maintain accurate records and files.
8. Coordinate and direct the activities of District managers to achieve tasks or goals.
9. Understand and effectively carry out general oral and written instructions.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
11. Delegate authority and responsibility and ensure accountability.
12. Prepare and administer budgets
13. Make effective public presentations including technical material to non-technical audiences.
14. Coordinate resources for emergency response to natural disasters and other events that call for the District to provide first-responder actions and activities.

Working Conditions

Environment: Standard indoor office setting with some exposure to outdoor conditions; frequent interactions with District staff and the general public in one-on-one and meeting settings. Hazard exposure to computer screens.

Physical Demands: Duties require sitting, standing, and walking on level and uneven surfaces, climbing of stairs, and the driving of a vehicle in the performance of daily activities. The position requires grasping, repetitive hand movement, and fine coordination in using a computer keyboard.

Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.

Vision: Sight in normal range with or without correction, vision sufficient to read computer screens and printed documents.

Mental Demands: Regularly required to use written and oral communications skills; read and interpret complex data, information and documents; analyze and solve complex policy and operational problems; observe and interpret people and situations; use math and mathematical reasoning; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under deadlines and people interactions.

Required Qualifications:

Education/Training: Possession of a Bachelor's degree from an accredited college or university with major course work in engineering, business administration, or public administration.

Experience: Five years of experience in an executive or management capacity for a water-related industry including planning, organizing, directing and controlling operations and human resources, and experience in supervising professional-level positions. Experience interacting with elected officials individually as well as on Boards is desirable.

License and Certificates:

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

Possession of a valid certification of registration as a Professional Engineer issued by the State Board of Registration for Civil and Professional Engineers is desirable.

Possession of Grade 2 Water Distribution Operator and Grade 2 Water Treatment Operator certificates issued by the State of California are highly desirable.