

ASSISTANT GENERAL MANAGER

DEPARTMENT: EXECUTIVE MANAGEMENT

REPORTS TO: GENERAL MANAGER



POSITION SUMMARY:

The District is seeking to fill its Assistant General Manager position to join its Executive Management Team. The District is searching for a candidate who has a strong commitment to public service, a participatory and collaborative management style, and a friendly, positive attitude. The ideal candidate will enjoy working within a close-knit team environment and will not hesitate to share their professional opinion. They will be fair and impartial. This position will work closely with the General Manager in accomplishing the Board's Strategic Priorities and the District's goals and objectives.

Under executive direction, performs highly responsible and complex professional work while assisting the General Manager in directing and coordinating the activities of the District; promotes effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources; represents the District at outside organizations, works directly with Board members, directly supervises assigned departments and programs, functions and operations; provides leadership in policy development and implementation; and serves as acting General Manager, as required.

DUTIES AND RESPONSIBILITIES (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.

- Through the direction of the General Manager, leads, directs, and implements a broad range of professional planning and policy analyses and initiatives in coordination with other executives and departments.
- Coordinates and participates in providing responsible staff assistance to the General Manager, Board of Directors, and District committees as assigned; attends Board of Directors meetings and other public meetings to assist or represent the General Manager.
- Supervises the conduct of studies, surveys, and the collection of information on difficult operational and administrative problems; analyzes findings, provides recommendations and prepares reports of practical solutions for review.
- Serves as acting General Manager as required; oversees District operations in the General Manager's absence; provides assistance to the Board of Directors; responds to requests for policy implementation direction.
- Represents assigned Department as executive management staff to other departments, elected officials, and outside agencies; coordinates assigned activities with various agencies and stakeholder groups.

- Assumes full management responsibility for assigned functions, services, and activities of the District; manages the development and implementation of goals, objectives, and priorities for each assigned area; recommends and administers policies and procedures.
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships for assigned areas of responsibility; identifies opportunities for improvement; directs and implements changes.
- Plans, directs, and coordinates, through management level staff, the work plan for assigned functions; assigns projects and programmatic areas of responsibility; provides direction and supervision on key projects; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; recommends discipline and termination procedures.
- Assists in the preparation and development of the District's annual budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Prepares, reviews and advises on all District correspondence related to highly technical and complex policy and planning issues to the Board, other local, state and federal agencies, and key stakeholder groups.
- Oversees the preparation of Board and committee meeting packets.
- Provides guidance and direction to department heads; develops and maintains thorough communication and delegation of responsibility and authority, a well-informed and competent staff that is in concert with approved Board objectives and strategic priorities.
- Serves as a principal member of the District's emergency response team, with responsibilities focused on planning, operations, and coordination between Metropolitan, the County and the District's member agencies.
- Explains, justifies, and defends District programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Participates on a variety of boards and committees.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of business and public administration and issues related to the ongoing operation of water district.
- Performs other related duties and responsibilities as directed.

QUALIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES):

KNOWLEDGE OF:

Advanced principles and practices of public administration including the organization, functions, and problems of water districts; operations, service, and activities of a water district; government, governing body, and legislative processes; principles and practices of budget preparation, program development and administration; water contracts and agreements; imported water strategy and water resources and reliability planning; Metropolitan and member agency organizations, governance processes, policies and profiles; effective advocacy processes/techniques; decision making techniques; principles and practices of sound business communication; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; principles and practices of budget preparation and administration; advanced interpersonal skills; principles and practices of strategic planning; principles of supervision, training, and performance evaluation; pertinent federal, state, and local laws, codes, and regulations.

ABILITY TO:

Provide effective leadership to and coordinate assigned activities of the District; demonstrate executive leadership skills (interpersonal, verbal and written communication skills); analyze a variety of administrative and organizational problems and make sound policy and procedural recommendations; analyze and define problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; participate in the development and administration of District-wide goals, objectives and procedures; research, analyze and evaluate new service delivery methods and techniques; understand, interpret, explain and apply District policy and positions governing water supply management; present proposals and recommendations clearly and logically in public meetings; represent the District effectively in negotiations; develop and implement appropriate procedures and controls; exercise sound expert independent judgment within general policy guidelines; have excellent communication, presentation, and analytical skills, including tactical and diplomatic capabilities dealing with sensitive, complex and confidential issues and situations; operate office equipment including computers and supporting word processing, spreadsheet, and database applications; prepare clear and concise administrative and financial reports; prepare and administer large and complex budgets; interpret and apply applicable federal, state, and local policies, laws, and regulations; communicate clearly, concisely and effectively in oral and written form; establish and maintain cooperative working relationships with those contacted in the course of work including co-workers, outside agencies and the public.

EDUCATION AND EXPERIENCE:

Graduation from a four-year college or university with major coursework in management, public policy, economics, engineering, business or public administration, or a closely related field is desirable and ten years of increasingly responsible experience in public administration including three years of practical experience in an administrative or executive capacity involving responsibility for planning, organizing and directing in a department or division head capacity; The qualification guidelines generally describe the knowledge and ability required to enter the job to successfully perform the assigned duties. Any

combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered. Public sector experience is preferred. A Master's degree is desirable.

OTHER REQUIREMENTS:

Possess and maintain a valid California driver's license and automobile insurance under the terms of the District's Vehicle Insurance Policy, as this position requires driving.

All District employees are Disaster Service Workers by CA state law and are expected to participate in emergency response initiatives. This could include contributing to the emergency planning process, participating in disaster exercises and training, as well as potentially responding to support actual emergency events.

WORKING CONDITIONS AND PHYSICAL ACTIVITIES:

Environment: Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus, train or air transportation.

Physical: Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; push, pull, lift, and/or carry approximately 25 pounds; and communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

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