

## ASSISTANT GENERAL MANAGER

### DEFINITION

The Assistant General Manager – under the general supervision of the General Manager plans, organizes, and directs the District's daily operations and maintenance activities of the Agricultural and Municipal Divisions. This includes management of the Engineering division to support operations and maintenance of the District conveyance, groundwater recharge, agricultural, and treatment facilities. The AGM directs all division managers; acts as general manager in the absence of the General Manager with regard to representing the District at meetings, purchasing approval, and personnel management; and performs and directs other work as assigned.

### EXAMPLES OF DUTIES

The duties listed below are illustrative only and are not meant to be a complete exhaustive listing of all of the duties and responsibilities of the Assistant General Manager classification:

#### **Assistant Managerial Duties:**

- Manages and leads division management staff in the development and implementation of organizational/departmental goals, objectives, policies, and procedures for assigned areas.
- Provides supervision, training, and work performance evaluation to operations, maintenance, and engineering divisions' management staff.
- Reviews acquisition requirements and develops recommendations regarding the purchase, servicing, testing, inspection, and repair equipment.
- Assists the General Manager with long range planning of District maintenance, construction, and operations functions.
- Develops, monitors, and controls divisions' budgets and costs.
- Inspects work in progress to ensure proper utilization of staff and equipment.
- Reviews employee effectiveness and personnel evaluations with division managers.
- Prepares and executes plans for expansion, reduction, and shifting of staff.
- Provides coordination of operational activities.
- Provides input and review for the development and administration of operations and maintenance contracts and agreements.
- Represents District operations and maintenance activities with the public, contractors, and representatives of other government agencies.
- Responsible for being fully informed on all District plans, programs, budgets, policies, and activities.
- Assures compliance with Federal, State and local policies, and regulations with regard to operations and maintenance activities.
- Attends Board and other District meetings.
- Responsible for directing the safe handling of hazardous substances and informing the public and employees of such actions.

**Typical Physical Activities:**

- Occasionally travels by vehicle inspecting District facilities and field operations working in an outdoor environment.
- On behalf of the District attends meetings at the District and away from the District.
- Communicates orally with District Board members, co-workers, and the public in one-to-one or group settings, and/or when appropriate, communicates in writing.
- Regularly uses a telephone for communication.
- Uses office equipment such as computers, copiers, and FAX machines.
- Walks on uneven terrain.
- Sits for extended time periods.
- Hearing and vision within normal ranges.

**EMPLOYMENT STANDARDS****Knowledge of:**

- Principles, methods, and practices of effective leadership and teambuilding.
- Principles, methods, and practices used in water conveyance, treatment, recharge, and associated maintenance.
- Best management practices implemented to assure continuous operations with minimal ecological impact.
- Rules, regulations, and codes applicable to District operations.
- District policies, rules, regulations, and procedures.
- Work safety standards and requirements.
- Principles of budget development and expenditure control.
- Principles of supervision, training, and management.

**Ability to:**

- Establish overall priorities, allocate resources, direct the conduct of work plan, and monitor and evaluate work methods and procedures.
- Understand District priorities related to groundwater management, surface water conveyance, environmental protection, and customer service.
- Think critically, analyze complex situations, and recommend collaborative solutions.
- Oversee the establishment and maintenance of certification, training, and work safety programs.
- Perform comprehensive administrative reviews of work activities, costs, staffing requirements, equipment uses, and time requirements.
- Insure the proper operations, maintenance, construction, and repair of District equipment and facilities.
- Effectively represent District activities with the public, contractors, and other organizations.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Evaluate and make recommendations on improvements to existing District operations, programs, services, and goals and objectives.

## QUALIFICATIONS

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Required License/Certificate/Registration/Experience:**

- Education: A Bachelor degree in water resources, engineering, or management; or other related degree and equivalent experience.
- Experience: Ten (10) years of broad and increasingly responsible work experience in operations and maintenance, engineering, or administration work for a water district with at least four (4) years in management capacity.
- Driver's License: Possession of a valid California (Class "C") Driver's License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

### **Desirable License/Certificate/Registration/Experience:**

- Certification: Grade V Water Treatment Plant Operator Certification issued by the California State Water Resources Control Board.
- Other applicable certification related to the management of human and/or water resources.
- Experience: Strategic planning, design, development services, utility financing, district administration, water rates setting, engineering, maintenance, construction, and operations.

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