



## ASSISTANT GENERAL MANAGER - ADMINISTRATION

Unrepresented Employee - Exempt

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### POSITION CHARACTERISTICS

Assists the General Manager in managing and directing the activities of District operations; to plan, organize and direct the activities of the Finance and Public Information Departments, and the Watershed and Lands and Human Resources and Risk Divisions and the Office of Regulatory Compliance; to analyze and recommend the policies and procedures related to assigned departments/divisions; and to provide highly complex assistance to the General Manager.

The Assistant General Manager is a classification that has responsibility for coordinating the activities of assigned departments/divisions that provide diverse but related services, and in addition, performs general administrative tasks for the General Manager.

### Supervision Received And Exercised

Receives policy direction from the General Manager.

Exercises direct supervision over management and clerical personnel.

**Examples of Duties** - Duties may include, but are not limited to, the following:

Assist the General Manager in managing and directing the activities of district departments and in providing direct supervision to the Finance and Public Information Departments, Watershed and Lands and Human Resources and Risk Divisions and the Office of Regulatory Compliance.

Develop, plan, and implement goals and objectives for reporting departments, divisions, and office consistent with the District's adopted organizational mission, values and key performance measures to provide a high quality water to consumers at the lowest possible cost; and to utilize performance planning techniques to identify, establish, achieve and measure goals and objectives for reporting department/divisions.

Review, interpret, develop, modify and implement District administrative policies and their application to specific situations in departments; resolve conflicts involving multiple departments in matters/issues not addressed by existing District policies and procedures.

Assist in developing and coordinating the District budget; review all budget proposals made by assigned departments, divisions and office; recommend budgets for these departments/divisions to the General Manager for inclusion in the proposed fiscal year budget; review and recommend budget adjustments to the General Manager; and review expenditures/revenues for reporting work units during the fiscal year.

Coordinate the work of the Finance and Public Information Departments and Human Resources and Risk and Watershed and Lands Divisions, and Office of Regulatory Compliance for integration of functions and consistency of actions.

Administer budget and contracts for legal services.

Monitor and review operations of the Finance and Public Information Departments and Human Resources and Risk and Watershed and Lands Divisions and the Office of Regulatory Compliance for policy, fiscal, operational, and political impacts; conduct, or assist with conducting policy, staffing and operational studies, primarily involving assigned departments/divisions.

Recommend the appointment of personnel; conduct performance evaluations; recommend discipline; implement disciplinary procedures; maintain discipline and high standards necessary for the efficient and professional operation of departments/divisions; review and make recommendations, in coordination with District Human Resources Division regarding personnel actions requiring approval of the General Manager.

Allocate and commit resources, including funding, staffing and facilities, for new and existing programs, particularly those arising outside the annual budget process and involving inter-department coordination among reporting departments/divisions.

In the absence of the General Manager, to assume the responsibility of the General Manager as assigned.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Represent the District to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Perform related duties as assigned.

**Knowledge of:**

Principles and practices of administration for a public utility.

Principles and practices of Watershed and Lands

Principles and practices of Regulatory Compliance

Principles and practices of policy development and implementation.

Internal controls and audit procedures; investments and public retirement systems; purchasing, claims and risk management; safety and environmental compliance; real property transactions; information systems management; and recreation management.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of business correspondence and report writing.

Pertinent local, State and Federal laws, rules and regulations.

Finance and budget procedures and techniques characteristic of utility operations.

Principles and practices of organizational analysis and management.

Principles and practices of supervision, training and personnel management.

Modern office procedures and computer equipment.

**Ability to:**

Assist in the planning, direction and control of the administration and operation of the Finance and Public Information Departments and Human Resources and Risk and Watershed and Lands Divisions and the Office of Regulatory Compliance.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve issues of District-wide application; remember various personnel rules; and explain and interpret policy.

Develop and implement policies and procedures having District-wide application.

Gain cooperation through discussion and persuasion.

Successfully develop, control and administer District budget and expenditures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply District policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned personnel.

Establish and maintain working relationships with those contacted in the course of work.

**Education and Experience:**

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

**Education:** Equivalent to a Bachelor's degree in business or public administration. A Master's degree in Business Administration or Public Administration is desirable; or a juris doctor degree with major course work in contract law or public sector labor relations is desirable.

**Experience:** Nine years of increasingly responsible administrative experience in a municipality or special district, including five years of senior level administrative and management responsibility.

**Physical Demands:**

Work is mainly performed in a normal office and meeting room environments. On occasion, the position requires the ability to travel on District business and to visit and inspect District facilities and projects that require traversing uneven or difficult terrain, in all types of weather conditions. The duties of the position require the ability to walk, observe, talk, listen, and operate a computer and telephone. Occasionally, work requires lifting or moving up to 15 pounds. Work hours are irregular and include evening meetings.

**Other Requirements:**

May need to possess a valid California driver's license as required by the position.

Adopted: July 1985  
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Revised: October 27, 2003

Approved: \_\_\_\_\_ Human Resources and Risk Manager