VALLECITOS WATER DISTRICT

ASSISTANT GENERAL MANAGER

DEFINITION

Under administrative direction, plans, organizes, coordinates, and directs departments, objectives, and projects as assigned by the General Manager; acts in the absence of the General Manager; performs related work as assigned.

CLASS CHARACTERISTICS

This single position class is responsible for the development and administration of assigned programs and departments, including supervising any assigned staff. The employee is expected to demonstrate a high level of professional administrative expertise in establishing and maintaining efficient and effective departmental operations consistent with Board policies and administrative guidelines established by the General Manager. The employee also functions as a member of the District's management team and participates in addressing issues of concern to the District which may not have a direct impact on the employee's area of specialization. This position is distinguished from the General Manager, which is responsible for all District functions.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Develops and implements goals, objectives, and work standards for assigned departments and projects; identifies problems, determines analytical approach, evaluates alternative courses of action, and makes recommendations regarding such areas as organizational structure, staffing requirements, cost analysis, productivity, and procedure modifications;
- Prepares or directs the preparation of a wide variety of information and background materials for the Board of Directors; attends and may present at Board and Committee meetings;
- Serves as District Treasurer and Chief Fiscal Officer; directs the development and administration of the District's budget; directs and prepares financial analyses and rate and cost studies; coordinates debt issuances with the District's financial advisor, bond counsel, and underwriter; analyzes and recommends water and sewer rates, fees, and other charges; supervises and provides guidance to the Finance Manager;
- Responds to and directs the execution of public records requests and legal proceedings with the guidance of legal counsel;
- Plans, schedules, supervises, reviews, and evaluates the work of assigned staff; directs staff training and development; reviews and evaluates employee performance; recommends disciplinary action;
- Maintains liaison with representatives of other agencies, community groups, boards and commissions, contractors, and others; coordinates and administers interagency agreements; assists in the development of District-wide goals and objectives; analyzes
current and historical trends; determines variances and recommends improved cost
effectiveness;

- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establish and maintain cooperative working relationships with co-workers, outside
agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job
responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
- The principles and practices of public administration and government finance;
- Data collection and analysis techniques;
- Principles and practices of fiscal management, budget development, and administration;
- Municipal budgeting processes;
- The operations typical of district services;
- Principles and practices of supervision including selection, work evaluation, and training;
- Computer applications related to the work;
- Applicable laws and regulations;
- Techniques of maintaining effective Board/staff and public/staff relations.

Ability to:
- Communicate clearly and concisely, both orally and in writing;
- Analyze, research, and prepare complex reports on a variety of subjects;
- Establish and maintain effective relationships with the community at large, the Board of
Directors, District employees, other public officials, and others contacted in the course of
the work; represent the District at various meetings;
- Plan, direct, and coordinate District programs including fiscal, investment, and records
management programs;
- Select, train, supervise, and evaluate employees;
- Analyze legislation and develop effective recommendations;
- Operate programs within allocated amounts; plan and achieve a balanced budget;
- Respond to emergency and problem situations in an effective manner;
- Understand, explain, and apply policies and procedures; participate in developing new
District policies;
- Analyze unusual situations and resolve them through application of management
principles and practices; assist in developing comprehensive plans to meet future District
needs/services;
- Deal constructively with conflict and develop effective resolutions;

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge
and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Bachelor degree in business or public administration, finance, accounting, or a closely related
field, and five years of progressively responsible management level experience in administrative
systems, finance, budgetary, or closely related work, preferably in a water or wastewater agency.

Licenses, Certificates, and Special Requirements

- None required; however, position-related certificates and licenses will be noted.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands and fingers to grasp; and feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Environment: Office environment. Frequently works in or around areas with minor amounts of dust. Some work done on ladders up to 4 feet above ground. Noise level is usually quiet.

I have reviewed this Job Description with my Supervisor and agree with its contents.

_________________________________________  ____________________________
Employee Signature                                                     Date

_________________________________________  ____________________________
Supervisor Signature                                                    Date

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