
Rosamond Community Services District

JOB DESCRIPTION

ASSISTANT GENERAL MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Definition

Under the direction of the General Manager, plan, direct, manage and oversee the activities and operations of the District including engineering, capital program development and management, maintenance, procurement and warehousing, water operations: wastewater collection and treatment operations; to coordinate assigned activities with other departments, outside agencies and consultants; and to provide complex administrative support to the General Manager. The Assistant General Manager oversees the District operation in the absence of the General Manager.

Supervision Received and Exercised

Policy direction is assigned to the Assistant General Manager by the General Manager. Under the direction of the General Manager, the Assistant General Manager exercises direction and supervision to current employees including management, supervisory, professional, technical or clerical staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Essential Functions:

1. Under the direction of the General Manager, perform management responsibilities for District services and activities including engineering, capital program development and management, maintenance, water operations, sewer operations, graffiti abatement and street lighting; administer adopted policies and procedures.
2. Manage and apply consultant and construction procurement activities in compliance with District policy and state law.
3. Manage the development and implementation of District goals, objectives, policies and priorities for each assigned service area.
4. Recommend, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

5. As assigned, plan, direct and coordinate, through subordinate level managers, the District's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with executive and management staff to identify and resolve problems.
6. Under areas assigned, assess and monitor work load, administrative and support systems and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
7. Select, train, motivate, and evaluate District personnel; provide or coordinate staff training work with employees to correct deficiencies; implement discipline and termination procedures within assigned areas.
8. Participate in the development and administration of the District budget; including the forecasting of funds needed for capital projects, staffing, equipment, materials, and supplies; recommend expenditures and budgetary adjustments as appropriate and necessary.
9. Assist with the explanation, justification and defense of District programs, policies and activities; assist with the negotiation and resolution of sensitive and controversial issues.
10. Represent the District to other government entities, elected officials and outside agencies; assist with coordination of District activities with those of other government entities, outside agencies and organizations.
11. Participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of water distribution, sewer collection and wastewater treatment management.
13. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
14. Perform related duties and responsibilities as required.
15. Regular attendance at the job site.

Additional Duties:

1. Performs other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Operations, services and activities of a comprehensive utility providing water distribution, sewer collection and wastewater treatment and disposal service; principles and practices of capital program development and administration; principles and practices of budget preparation and administration; principles of supervision, training and performance evaluation; pertinent Federal, State and local laws, codes and regulations.

Ability to:

Plan, organize, direct and coordinate the work of lower level staff; supervise, train and evaluate staff; delegate authority and responsibility; lead and direct the operations, services and activities of the District; work independently in the absence of supervision; identify and respond to community issues, concerns and needs; develop and administer, department goals, objectives and procedures; prepare clear and concise administrative and financial reports; prepare and administer large and complex projects and budgets; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze and evaluate service delivery methods and techniques; interpret and apply federal, state and local policies, laws and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities; maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines:

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

Education and Experience:

High school diploma and college course work in Business Administration, Engineering or related field or vocational training related to construction trades. (10) ten years increasingly responsible experience involving the management of capital improvement programs and/or the operation and maintenance of water distribution, sewer collection or wastewater treatment facilities and related systems including five (5) years of administrative and supervisory responsibility; or equivalent combination of education and experience.

Language Skills:

Must be able to read, write and speak fluent English. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of algebra and plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to calculate figures and amounts such as proportions, percentages, area, circumference, volume, and rate of flow.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge and training on use of Microsoft Word, Excel, Power Point, and Project applications.

Certificates, Licenses, Registrations:

Water Distribution, Water Treatment, Collection System Maintenance or Wastewater Operation certificates or licenses are desired but not required. Valid Class C California driver's license and a satisfactory driving record.

Other Qualifications:

None

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 regularly required to sit for long periods of time; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl.

The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment may vary and may require ear protection. The work environment will involve visiting District facilities and construction sites with uneven surfaces, odorous and unsightly conditions and instances in which personal protective equipment may be required.

FLSA Status – Exempt