



Ross Valley Sanitary District

Assistant General Manager

DEFINITION

Under administrative direction, the Assistant General Manager assists the General Manager in planning, organizing, directing and reviewing the overall activities and operations of the District; advises and assists the Board of Directors as requested and in the absence of the General Manager; provides leadership to the organization; represents the District's goals and interests locally, regionally, and at the State and Federal levels; and provides highly complex assistance to the General Manager, Board of Directors and Department Managers.

DISTINGUISHING CHARACTERISTICS

The Assistant General Manager has a broad range of management responsibilities and authority assisting with the administration of District operations.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the General Manager and exercises direct supervision over professional, technical and administrative staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Act in the absence of the General Manager.
- Coordinate District activities between departments and with outside agencies and organizations; provide complex assistance to the General Manager and Board of Directors; provide assistance and advice to Department Managers on operational and/or administrative matters; prepare and present staff reports and other necessary correspondence.
- Participate in the development and implementation of the District's overall work plan; review and evaluate work products, methods and procedures.
- Assist the General Manager with the development, planning and implementation of District goals and objectives; assist with the development and implementation of policies and procedures.
- Develop and implement assigned programs and special projects; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures; develop and implement program goals, objectives, policies and procedures.

- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the District.
- Manage and implement a variety of technical, operational, and administrative projects; coordinate and facilitate strategic planning efforts; prepare and submit a wide variety of financial, administrative and operational reports to the Board of Directors; keep the General Manager and Board of Directors advised on special projects or matters impacting the operations of the District.
- Represent the District to elected officials, outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
- Receive, research and resolve the more complex or sensitive citizen inquiries and complaints.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform other duties as assigned.

REQUIREMENTS

Knowledge

- Principles and practices of modern and highly complex public utility administration, departments and services.
- Principles and practices of effective public relations and interrelationships with the community and local, regional, State and Federal agencies.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Modern office equipment including use of applicable computer applications.

Skills and Abilities

- Effective verbal and written communication skills including public presentation skills.
- Plan and organize research and statistical work relating to District operations.
- Understand, interpret, and apply rules, regulations, ordinances, and federal and local legislation.
- Present reports and data before Board of Directors, community members, and government agencies.
- Supervise the work of professional and support staff.

- Maintain working relationships with management, employees, Board members, and representatives of external agencies.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply District, local, State and Federal policies, procedures, rules and regulations.
- Perform data collection and analysis pertaining to administrative, operational, and management matters.
- Use electronic equipment, Microsoft Office Suite, and specialized software. Communicate effectively, both orally and in writing, with those contacted in the course of work.
- Interpret financial data and make recommendations.
- Explain and enforce District policies and procedures.

Interpersonal Skills

- Collaborative problem identification and solution development;
- Communication that maintains productive working relationships and facilitates a useful exchange of information.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- A Bachelor's Degree from an accredited four-year college or university with major course work in public administration, business administration, or related field.
- Seven years of increasingly responsible administrative and management experience that involved planning, organizing, implementing and supervising programs related to a public utility, including at least four years in a responsible management capacity.

Licensing, Certification, and Registration

Possession of the following licensures, certifications, and/or registrations:

- Must possess a valid California Driver's License and maintain insurability with the District's liability insurance coverage during course of employment.

PHYSICAL WORKING CONDITIONS

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.

Positions in this class typically require:

Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a keyboard.

Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer keyboard to enter and retrieve data. Acute hearing is required when providing telephone and personal service. Ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required.

The noise level in the work environment is quiet to moderate.

Pre-employment Requirements

A pre-employment drug screen is required; no physical examination is required. A pre-employment credit check is required.

FLSA Status: Exempt
Employment Status: At-will; Management
Approved by: Ross Valley Sanitary District Board of Directors
Date: January 16, 2019