

Sacramento Suburban Water District Classification Specification

Job Class: Assistant to the General Manager

FLSA Status: Exempt

Supervisor: General Manager

Effective Date: January 2010

Definition/Distinguishing Characteristics

Under administrative direction of the General Manager, the Assistant to the General Manager plans, organizes and coordinates special projects and community outreach activities for the District, and performs a variety of high level, confidential and complex administrative support duties involving independent judgment for the General Manager and Board of Directors.

Examples of Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Develops, plans, organizes and implements community outreach activities for the District, including preparation and monitoring of the program budget.
- Serves as a District spokesperson and resource on communications and community outreach programs.
- Researches, writes and edit articles for publications.
- Chairs the District's Community Outreach Committee (COC) and provides vision and direction for programming.
- Develops Board agendas and assembles meeting packets.
- Maintains official District documents, records and seal.
- Tracks Board direction to staff on critical and/or sensitive projects to assure compliance and oversees policy review.
- Acts as Board liaison and provides administrative and analytical support to the Board as directed.
- Prepares and edits staff reports, maintains and manages the General Manager's schedule, and performs a variety of high level, confidential and complex administrative and analytical support duties for the General Manager.

Mental and Physical Requirements

The conditions herein 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 job functions.

- Travels occasionally by airplane and automobile in conducting District business.
- Communicates frequently with the Board of Directors, General Manager, Assistant General Manager, staff, representatives from other agencies and the public in one-to-one and group settings.

- Regularly uses telephone for communications.
- Regularly uses computer, keyboard and mouse.
- Uses office equipment such as copier and fax machines.
- Sits or stands for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Qualifications

Knowledge of:

- Principals of research, writing, editing and preparing a variety of informational publications.
- Principals of layout and graphic design, including computer publishing software and digital photography.
- Methods and techniques of report development and presentation, news reporting and editing, and distribution of information for media communications.
- The water industry, including water use efficiency practices, programs, technology and hardware.
- Procedures, legal requirements and methods of disseminating public information.
- District operations, procedures, policies, precedents, rules and regulations.
- The California “Brown Act” and procedures for public meetings.
- Customer service practices.
- Budget development and fiscal controls.
- Computer systems and software applications related to District executive management support and administrative functions, including word processing and spreadsheet programs.
- Correct English usage, spelling, grammar, punctuation and proof-reading skills.
- Business letter writing and report preparation techniques.

Ability to:

- Plan, organize, coordinate, develop and implement a comprehensive community outreach program for the District.
- Write clear and concise bill inserts, newsletters, press releases, public service announcements, flyers and materials for distribution to the news media and the public.
- Maintain confidentiality.
- Practice high ethical standards.
- Exercise discretion and independent judgment in the performance of highly complex and responsible administrative support work.
- Collect, organize, interpret and evaluate a variety of information and data.
- Communicate clearly and effectively, both orally and in writing, with diverse target audiences.
- Proficiently use computers and applicable software.
- Effectively represent the District at functions with the public and other governmental agencies.
- Establish and maintain cooperative working relationships with the Board of Directors, General Manager, Assistant General Manager, staff, outside agencies and the public.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Education, Experience, Licenses and Certifications

Required:

- A Bachelor's Degree from an accredited college or university with major coursework in public or business administration, public information, communications, journalism or a related field, or the equivalent of at least four (4) years of work experience in one or more of these fields.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Desirable:

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

- Three (3) years of increasingly responsible experience in public relations/public information work, including experience in composing bill inserts, news releases, public service announcements, newsletters, articles and informational materials for widespread public distribution, is highly desirable.
- Five (5) or more years of increasingly responsible experience performing a variety of high level, complex office and administrative support work, preferably including at least one year as an assistant to a senior level executive or public official in a public or private utility, special district or other government or quasi-government entity, is highly desirable.
- Three (3) or more years of increasingly responsible experience in performing a variety of administrative analysis work, including the preparation and presentation of reports to management staff, is highly desirable.
- Graduate degree from an accredited college or university with major course work in public or business administration, communications, journalism or a related field, is desirable.