

Sacramento Suburban Water District Classification Specification

Job Class: Assistant General Manager

FLSA Status: Exempt

Supervisor: General Manager

Effective Date: November 2017

Definition/Distinguishing Characteristics

With broad administrative direction, the Assistant General Manager plans, organizes and supervises all day-to-day operations and all engineering, planning, maintenance and construction activities of the District; assists with implementing Board policies and programs; supports the development of the annual budget and oversees ongoing conformity and compliance; assists in personnel administration; and assumes the duties and responsibilities of the General Manager in his/her absence.

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.

- Assists the General Manager, as directed, with all aspects of the District's policies, procedures, programs and operations; assumes the duties and responsibilities of the General Manager in his/her absence.
- Provides oversight for the day-to-day operations of the water system, field engineering services activities and engineering functions, and the utility billing process.
- Provides oversight to the preparation and implementation of the long-term Capital Improvement Plan (CIP).
- Supports the development of the annual budget and oversees ongoing conformity and compliance.
- Assists with the administration of personnel-related matters, including employee selection, performance review, employee training, employment procedures, employer-employee relations and classification/compensation studies.
- Reviews requests for expenditures and approves payment of invoices.
- Reviews legislation and provides advice and consultation to the Board and General Manager.
- Manages and oversees all risk management functions for the District in coordination with the Operations Manager.
- Represents the District by attending and participating in meetings with State, Federal, and local agencies; serves on technical committees with representatives of other agencies; and attends District Board and Committee meetings.

- Responds to emergency situations, public inquiries regarding the District and difficult customer complaints.
- Maintains continuous awareness of District policies and administrative practices; recommends changes that increase the efficiency and economy of the District operations.
- Conducts a variety of studies and surveys related to the District, its programs and its effectiveness in meeting its stated purpose.

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 frequently by automobile in conducting District business.
- Communicates frequently with the Board of Directors, 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 for extended time periods.
- Hearing and vision within normal ranges with or without correction.
- Occasionally walks in uneven terrain, in an outdoor environment, making inspections of District facilities and construction projects.

Qualifications

Knowledge Of:

- Principals of water distribution system design and operation, water quality and treatment.
- Principles and practices of public administration and finance, including administrative analysis, budget development and fiscal controls, capital improvement fiscal planning, and policy and program development.
- Laws, rules, ordinances, regulations, codes and legislative processes applicable to District programs and operations.
- Organization and operations of special districts.
- Research and evaluation methods.
- Work safety standards and requirements.
- Public agency personnel administration and employer-employee relations.
- Principals of supervision, training and management.
- Contract development, cost estimating and administration.
- Common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access and PowerPoint).

Ability To:

- Plan, organize and coordinate the work of District staff to achieve efficient operations and meet District goals.
- Prepare, administer and monitor District budgeting and fiscal control process.
- Develop long-range capital improvement plans.
- Collect, organize and analyze data on a variety of topics.

- Communicate effectively, both orally and in writing; prepare concise and comprehensive reports and contract documents.
- Effectively represent the District at functions with the public and other governmental agencies.
- Exercise leadership, authority and supervision tactfully and effectively.
- Provide advice and consultation to the Board of Directors and General Manager on the development of ordinances, regulations, programs and policies.
- Evaluate and make recommendations on improvements to existing District operations, programs and services.
- Establish and maintain cooperative working relationships with the Board of Directors, General Manager, staff, outside agencies, consultants/contractors and the public.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Education, Experience, Licenses and Certifications:

Required:

- Bachelor's Degree from an accredited college or university with major coursework in Public Administration, Civil Engineering or a closely-related field. Two (2) years of qualifying experience may be substituted for one (1) year of the required education with a high school diploma or equivalent.
- Ten (10) years of professional civil engineering or public administration experience, preferably as a senior level executive for a public agency, including at least five (5) years in a management or supervisory capacity.
- 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:

- Additional years of professional civil engineering experience in the planning, design, construction and inspection of water supply projects.
- Additional years of public administration experience, preferably as a senior level executive.
- Certificate of Registration as a professional engineer in the State of California and a Master's Degree.
- State of California Water Distribution Operator Certificate Grade D3 or higher.
- State of California Water Treatment Operator Certificate Grade T2 or higher.

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