



## San Juan Water District

9935 Auburn-Folsom Road  
Granite Bay, California 95746  
(916) 791-0115  
www.sjwd.org

# Assistant General Manager

## Position Description

**Status:** FLSA Exempt  
**Supervisor:** General Manager  
**Effective Date:** July 1, 2007

### **Supervision Exercised and Received:**

Receives administrative direction from the General Manager and exercises direct supervision over management, supervisory and professional personnel.

### **Primary Function**

To plan, organize, direct and review the activities and operations of District divisions and departments including the administration of various District programs; to assist the General Manager with the development and maintenance of relationships with various organizations at the Federal, State and local level; to coordinate assigned activities with outside agencies; to provide highly responsible and complex administrative support to the General Manager; and to serve in the absence of the General Manager, as assigned.

### **Essential Duties** – *Duties may include, but are not limited to, the following:*

- Develop, plan and implement District goals and objectives; recommend and administer policies and procedures.
- Coordinate District activities with outside agencies and organizations; provide staff assistance to the General Manager; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the District's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Direct the planning and execution of a comprehensive and integrated program of activities relating to the production, storage, treatment, transmission and distribution of the District's water supply.
- Direct, oversee and participate, with division and/or department managers' cooperation, in the preparation and administration of the District's budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures.
- 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.
- Prepare long-term plans for capital improvements, including financing; oversee the administration of the District's Capital Improvement Plan.
- Review District contracts and other legal and financial documents.

- Oversee the enforcement of all rules and regulations pertaining to water districts; protect District resources.
- Direct the preparation of plans and specifications for work which the Board orders.
- Interpret, analyze and explain policies, procedures and programs.
- Set the example for subordinate managers in dealing with day-to-day problems, decision making and communication.
- Confer with residents, rate payers, businesses, and other individuals, groups and outside agencies having an interest or potential interest in the affairs of the District; respond to difficult complaints and requests for information.
- Maintain the District's open-door policy.
- Represent the District to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research, prepare and present technical and administrative reports and studies to the Board and a variety of committees; prepare written correspondence.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

### **Minimum Qualifications**

#### *Knowledge of:*

- Principles, practices and techniques of public administration.
- Methods used in the construction, operation, and maintenance of water facilities and systems.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of organization, administration and personnel management.
- Pertinent Federal, State, and local laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Basic principles of California water law.
- Principles and practices of budget preparation and administration.
- Effective community relations practices.
- Modern office procedures, methods and computer equipment.
- Principles and practices of safety management.

#### *Ability to:*

- Plan, direct and control the administration and operations of assigned functions.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve division and/or department related issues; and explain and interpret policy.
- On a continuous basis, sit at a desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means.
- Prepare and administer District budget.
- Develop and implement District policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply District, State and Federal policies, procedures, rules and regulations.

- Exercise leadership, authority, and management tactfully and effectively.
- Act as a strong team orientated leader who uses employee training and development, clear direction, encouragement and systems of accountability effectively.
- Work effectively under time deadlines and within limited financial and staffing resources.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner and make sound policy and procedural recommendations.
- Ensure the District is represented in its relationships with local, state, and national organizations.
- Proficiently use computers and applicable software.
- Initiate, maintain and follow safety practices.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

*Education and Experience:*

Any combination of education, experience and training that has led to the acquisition of the knowledge, skills, and abilities as indicated above is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public or business administration, engineering, or a closely related field.

Experience:

Seven years of progressively responsible experience in a municipal or special district organization involving the responsibility for planning, organizing, implementing, and supervising varied work programs; including three years of administrative and management responsibility.

*License or Certificate:*

Possession of, or the ability to obtain and maintain, a valid California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

**Physical Capabilities:**

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 functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking			✓	
Climbing/Stooping/Kneeling		✓		
Lifting/Pulling/Pushing		✓		
Approximate Maximum Weight to Lift		20 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	80 Percent Indoors, 20 Percent Outdoors			