

Goleta Sanitary District Job Description

Job Title: Assistant General Manager
Department: Administration
Reports To: General Manager
FLSA Status: Exempt

SUMMARY

Under direction from the General Manager, the Assistant General Manager (AGM) performs a wide variety of functions and oversees various programs related to the administration and management of District's wastewater collection system, treatment plant and recycled water facilities. In coordination with the General Manager, the AGM plans, organizes, directs and reviews the activities and operations of all District facilities and coordinates the activities and programs of all District departments and outside agencies. The AGM provides direction to other senior management staff and exercises direct supervision over supervisory, professional, technical, and administrative support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists the General Manager in carrying out directives of the Board.
- Exhibits all leadership traits and ethical behavior required of California local government executives.
- Exhibits commitment to the achievement of the District's mission, and personally exemplifies the District's values.
- Coordinates daily inter-departmental activities as required to assure timely execution of the District's strategic plans.
- Coordinates with department supervisors to identify and define actual or potential issues and problems, establish criteria, evaluate alternatives, and make recommendations to the General Manager to resolve the matter.
- Analyzes existing operating procedures and policies recommending revisions or new procedures to promote efficient, effective and consistent service.
- Interprets policies and provides staff direction on policies, procedures and permit revisions.
- Directs policy and fiscal studies. Analyzes data, prepares detailed reports, proposes solutions, and makes presentations to the Board and other groups on a variety of subjects.
- Plans, organizes and oversees the general accounting activities of the District, including expenditure tracking, year-end closings, budget preparation, and the annual audit.
- Reviews District contracts for conformance with applicable policies and legal standards and negotiates and administers consulting and service contracts.
- Assist with overseeing the District's recruitment, selection, classification, compensation and benefit programs.
- Oversees management information system activities related to the maintenance of financial and records management systems.
- Ensures maintenance of the District's permanent records, Board policies and administrative procedures as required.
- Maintains knowledge of and familiarity with all activities of the District and the General Manager's current functions and workload in order to act in his/her temporary absence.
- Analyzes problems, proposes solutions, elicits the cooperation of others, and negotiates effectively using professional interpersonal relations skills.

Qualifications:

The ideal candidate will know how to manage, inspire, and lead a high-functioning team and facilitate organizational innovation and excellence. The AGM 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:

- Principles and practices of public administration as applicable to the operation of a special district in California, including methods and techniques of research, statistical analysis and report presentation.
- Principles and practices of capital project management and financing as applicable to the rehabilitation and replacement of wastewater facilities and equipment.
- Executive level leadership and management skills, including planning, organizing, staffing, directing, controlling, and budgeting.
- Political issues, protocols, ethical requirements and legal restrictions and limitations applicable to public sector management.
- Developing and implementing long range strategic plans
- Effective communication skills with a wide spectrum of political bodies. (e.g., Regulatory staffs, boards, public forums, and professional/non-professional staff).
- Budgeting; accounting principles, practices and methods; data processing applications; information systems management; public purchasing requirements; insurance coverage; fiscal and budgetary planning; mediation; and conflict resolution techniques.
- Federal and state laws, rules and regulations regarding personnel administration, including labor relations, fair employment, hiring process, termination, workers compensation, benefit administration, Americans with Disabilities Act, etc.
- Laws and regulations pertaining to liability, property, vehicular, and workers compensation insurance.
- Legislative and Regulatory processes and procedures at the State and Federal levels
- Laws and regulation pertaining to public purchasing and public project contracting requirements.
- Procedures for objective and fair assessments in disciplinary matters.
- The California Environmental Quality Act and how it applies to public projects
- Methods to establish and maintain cooperative working relationships to foster a team approach.
- Methods to communicate clearly and concisely, both written and orally, and to review and edit documents for proper English usage.
- Modern office practices and procedures. Operation of personal computers and use of standard desktop computer applications.

Ability to:

- Facilitate a "team building" environment, utilize conflict management skills and effectively resolve controversial issues.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Take responsibility and use good judgment in exercising scope of authority.
- Plan, direct and control the administration and operations of the district.
- Oversee the development of plans, designs, specifications, cost estimates and engineering standards for construction and capital improvement projects.
- Gain cooperation through discussion and persuasion.
- Conduct research and solve complex problems.
- Oversee the District's permitting and enforcement activities.
- Assist in the preparation and administration of the District's budget.

- Develop and implement department policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, District and department policies, procedures, rules and regulations.

EDUCATION AND EXPERIENCE:

Possession of a Bachelor of Arts or Science degree in Engineering, Public Administration, Business Management, Economics, or related field from an accredited four-year university or college. Must have broad and extensive work experience in public sector management with positions requiring the responsibility for the formulation and implementation of programs, fiscal systems and services. A minimum of seven years' experience in management of municipal infrastructure or similar public sector experience is required.

Possession of a Master's Degree in Public Administration from an accredited university or college and/or registration as a Civil Engineer in the State of California is highly desired.

CERTIFICATION, LICENSES AND REGISTRATIONS:

Possession of the category of California driver's license required by the State of California, Department of Motor Vehicles, to perform the duties of the position. Continued maintenance of a valid California driver's license of the required category, compliance with established District vehicle operation standards and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District's insurance program are conditions of continuing employment.

Certification in Cardiac Pulmonary Resuscitation (CPR) and First Aid desired.

LANGUAGE SKILLS

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 District employees and members of the District's Board, community organizations, other government agencies and the general public.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with multiple abstract and concrete variables.

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 stand, talk and hear. The employee frequently is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; strength to lift and carry office materials weighing up to 20 pounds; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.