

ENCINA WASTEWATER AUTHORITY

DATE: March 2016 (revised)
POSITION TITLE: Assistant General Manager
DEPARTMENT: Office of the General Manager
SECTION(S): As Assigned
REPORTS TO: General Manager
FLSA STATUS: Exempt

POSITION SUMMARY: The Assistant General Manager supports the General Manager, Board of Directors, and Member Agency and Authority staff, as required to support EWA's Mission, Vision, and Values. The Assistant General Manager is responsible for staff leadership, timely execution of EWA's tactical and strategic plans, and, other operational, maintenance, environmental compliance, and administrative activities as assigned. The Assistant General Manager identifies then effectively resolves issues and conflicts that arise within the organization. The Assistant General Manager serves as the Acting General Manager during his/her absence.

SUPERVISORY DIMENSIONS: Direct supervision of Operations, General Services, and Engineering Department Heads. General supervision of EWA staff.

ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Exhibits all leadership traits and ethical behaviors required of California local government executives.
- Committed to the achievement of EWA's Mission and Vision, and personally exemplifies EWA's Values.
- Assists the General Manager in carrying out directives of the Board of Directors.
- Maintains knowledge and familiarity of EWA's activities and the General Manager's current functions and workload in order to act in his/her temporary absence.
- Assists the General Manager in all activities within the Office of the General Manager, mentors and coaches EWA's staff.
- Assists the General Manager in planning and execution of EWA's Capital Improvement Program.
- Coordinates daily inter-departmental activities as required to assure timely execution of EWA's business and budgetary plans.

- Coordinates with Department Heads to identify and define real or potential issues or problems, establish criteria, evaluate alternatives, and make recommendations to the General Manager to resolve problems or conflict.
- Analyzes existing standard operating procedures and policies recommending revisions or new procedures to promote efficient, effective and consistent service.
- Interprets policies and provides staff direction on policy, procedural and permit revisions.
- Directs complex policy, fiscal, and engineering studies. Analyzes data, prepares detailed reports, proposes solutions, and makes presentations to the Board and other groups on a variety of subjects.
- As assigned by the General Manager, serves as Hearing Officer in grievances, pre- and post-disciplinary hearings.
- Assists the General Manager in planning, organizing, and directing the general accounting activities of EWA, including expenditure tracking, year-end closings, budget preparation, and the annual audit.
- Reviews Authority contracts for conformance with applicable policy and legal standards, and negotiates and administers consulting and service contracts.
- Provides staff assistance, as directed, in labor relations management, policies, and serves as labor negotiator.
- Provides general oversight and direction in operation, maintenance, and upgrading of EWA's technology systems that include Supervisory Control and Data Acquisition (SCADA) and Management Information Systems (MIS).
- Assists the General Manager in maintaining EWA's permanent records, Board Policies, and Administrative Procedures.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types of Knowledge, Skills and Physical Abilities Required for These Duties:

- Knowledge and experience dealing with the politics, protocols, limitations of authority, and ethics of California Joint Powers Authorities, Special Districts, and Municipalities.
- Skill in analyzing problems, proposing solutions, eliciting the cooperation of others, negotiating techniques, and advanced interpersonal relations skills.
- Knowledge of principles and practices of public administration and organization, including methods and techniques of research, statistical analysis, and report presentation.

- Possession of executive-level leadership and management skills, including planning, organizing, staffing, directing, controlling, and budgeting.
- Demonstrated ability to establish and maintain effective communications with a wide spectrum of political bodies. (Ex: regulatory staffs, boards, public forums, and professional and technical staff).
- Knowledge in the following areas: 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.
- Knowledge of 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.
- Knowledge of laws and regulations pertaining to liability, property, vehicular, boiler and machinery, and workers compensation insurance.
- Knowledge of laws and regulation pertaining to public purchasing requirements.
- Ability to apply objective and fair assessments in disciplinary matters.
- Ability to establish and maintain cooperative working relationships to foster a team approach.
- Ability to communicate clearly and concisely, both written and orally, and to review and edit documents for proper English usage.
- Knowledge of modern office practices and procedures.
- Ability to operate a personal computer, mobile computing devices, and use standard desktop computer applications.

EDUCATION REQUIREMENT: A Bachelor's degree from an accredited institution in engineering, public or business administration or another relevant field of study is required. A Master's Degree is highly desired.

EXPERIENCE REQUIREMENT: Ten years of progressively responsible senior executive level management experience in the operation and maintenance of a large, complex public water utility; or an equivalent combination of training and experience.

LICENSE REQUIREMENT: Possession of a valid California Class C Driver's License and ability to be insured under EWA's automobile insurance coverage.

Note: Failure to maintain a valid California Driver's License constitutes possible cause for termination.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

While performing the duties of this position, an employee is regularly required to sit, stand, and walk; talk or hear, in person, in meetings, and by telephone; use hands to finger, handle, feel, or operate standard office equipment. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus.

Mental Demands

While performing the duties of this position, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with other managers, board members, government officials, regulators, employees, and the public.

WORK ENVIRONMENT: The employee works under typical office conditions, and the noise level is usually quiet.

QUALIFICATIONS: Ability to pass EWA's pre-employment physical examination; possession of a good driving record and ability to be insured by EWA's insurance carrier; and the ability to read, write, speak, and comprehend English.

RIGHT TO WORK REQUIREMENT: Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation.