

Assistant General Manager

Definition

The Assistant General Manager is an at-will employee who serves at the pleasure of the General Manager. Under the direction of the General Manager this position is responsible for assisting with the planning, organizing, and directing the activities and operations of the Ventura River Water District. The assistant General Manager is potentially involved in all aspects of the day-to-day water district operations and administrative functions. This includes functions such as attending all District Board Meetings.

Examples of Duties and Responsibilities

- Participates in formulating long range goals related to water source development and water demand management, equipment and system maintenance and enhancement of the water system along with the budgeting for it through the 20-year Capital Improvement Program.
- Prepares public works contracts for improvements needed by the District and manages advertising, awarding, administering and inspecting the work.
- Participates in water rate reviews and managing Protest Hearings.
- On occasion, performs "on- call" duties, water production, distribution system maintenance, and office responsibilities.
- Participates in preparing Board agendas, reports, water testing schedules, water production and sales reports and related activities for the District.
- Participates in preparation and management of the District's budget.
- Keeps abreast of the water utility field relative to state and federal issues such as water quality, lead pipe and source water regulations.
- Attends and advocates District positions at meetings of various public bodies as the representative of the District when appropriate.
- Maintain District files and official records.
- Attend District Board meetings and prepares minutes if needed.
- Perform related duties and other responsibilities as required.
- Maintains communications with other local water agency managers.

Desirable Knowledge and Abilities

Knowledge of:

- Principles and practices of government budget preparation and administration, especially utility operations and California Environmental Quality Act (CEQA) requirements.
- Principles of management supervision, training and performance evaluation.
- Water utility operations and regulations.

Ability to:

- Plan, direct and control the administration and operations of the organization.
- Prepare and analyze technical reports.
- Successfully develop, administer and monitor the District's budget.
- Supervise, develop and evaluate staff.
- Develop and implement policies as approved by the Board of Directors.
- Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of the District's goals.
- Interpret and apply District policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of business.
- Ability to utilize Microsoft Office computer programs, including Word and Excel.
- Assist the Board of Directors in developing and implementing District policies and procedures.

Working Conditions and Physical Requirements

Work is performed primarily in an office environment utilizing modern office equipment and technology and may require sitting for prolonged period of time using a computer. This position requires standing, walking and may twist, reach, bend, crouch and kneel. An incumbent must be able to meet the requirements of the classification and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed. This position also requires some field work at times, which may require frequent walking in operational areas to identify problems or hazards. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Be available for emergency call outs.

Minimum Qualifications

- Must have or be willing to obtain California Water Treatment Operator Grade II and Water Distribution Operator Grade II certifications.
- Demonstration of increasingly responsible experience (preferably with a water district) directing, preparing and coordinating a variety of programs including budget and fiscal control.
- Preferred, but not required to be a licensed Civil Engineer in California.
- Desired to reside within 20 minutes driving time of the District's boundaries.

License Requirements

- Possess a Class C California driver's license and a driving record acceptable to the District's insurance carrier.

Exempt /Non - Exempt

- This is an exempt position pursuant to the Fair Labor Standards Act.