

ASSISTANT MANAGER

Definition/Summary

Under administrative direction, the Assistant Manager assists the Manager in planning, organizing, and supervising the operations and functions of the District; assists with implementing Board policies and programs; assists with budget development and review; and acts on behalf of the Manager in that person's absence.

Essential Functions

- Assists the Manager, as directed, with all aspects of the District's policies, procedures, programs, and operations.
- Assists with the preparation of the annual budget; reviews requests for expenditures.
- Represents the District by attending and participating in meetings with State, Federal, and local agencies; responds to public inquiries regarding the District.
- Maintains continuous awareness of administrative practices and recommends changes that increase the efficiency and economy of the District operations.
- Assists with collective bargaining negotiations.
- Contributes to the long-term Capital Improvement plan.
- Attends meetings with Boards and Commissions.
- Reviews legislation; provides advice and consultation regarding such legislation to the District and Board.
- Establish and maintain cooperative working relationships with co-workers, the Board, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Other Duties

- Conducts a variety of studies and surveys to determine the effectiveness of District programs.
- Assists with the administration of personnel related matters, including employment procedures, grievances, classification and pay, and employer-employee relations.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Principles and practices of public administration, including administrative analysis, fiscal planning, and control, and policy and program development.
- Laws, rules, ordinances, and legislative processes controlling District functions, programs, and operations.
- Organization, operations, and problems of special districts.
- Research and evaluation methods.
- Budgeting principles and practices.
- Cost estimating and contract administration.
- Public personnel administration and employer-employee relations.
- Principles and practices of personnel administration.

Ability to:

- Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet program goals.
- Prepare and administer a District budgeting and fiscal control process.
- Collect, organize, and analyze data on a variety of topics.
- Prepare concise and comprehensive reports.
- Communicate well during public presentations.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Evaluate and make recommendations on improvements to existing District operations, programs, and services.
- Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, and policies.

Typical Physical Activities

- Travels frequently by airplane and automobile in conducting District business.
- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Experience: Five years experience, with two years in a management of supervisory capacity, in a public agency requiring the responsibility for the implementation of programs and development and administration of budgets.

Education: Bachelor's degree from an accredited college or university with major coursework in business administration, public information, communications, or related field. Or equivalent of four years work experience in these fields.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

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