



Classification Unit:	Executive Management
Last Revision:	March 2022

Assistant General Manager

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.

Definition

Under The Assistant General Manager reports to the General Manager, and is responsible for planning, organizing, directing, implementing, and supervising District functions and activities, as well as carrying out Board policies. This includes water resource planning; groundwater management; water storage, transmission, distribution and conservation; water systems operation, maintenance, repair and replacement; capital additions and improvements; environmental compliance; fiscal management; and administration and policy development. The position represents the District in interactions with the public, District customers, local, State and Federal officials, regulatory agencies, consulting professionals, and public and private agencies doing business with the District. The position provides leadership, guidance, direction, training and supervision to staff who plan, organize, coordinate and execute the work of the District.

Examples of Duties

- ❖ Provides professional advice and consultation on the development of District programs and policies.
- ❖ Oversees development of the agenda for Board and Board Committee meetings.
- ❖ Conducts a variety of special studies and surveys to determine the effectiveness of District programs.
- ❖ Represents the Board's policies and programs with employees, community representatives, and other government agencies.
- ❖ Oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels.
- ❖ Responsible for maintaining District compliance with the terms and conditions of the District's Water Rights, United States Bureau of Reclamation Water Supply Contract, and Agreement with the Santa Clara Valley Water District for re-payment and management of San Felipe Division facilities.
- ❖ Prepares leases and agreements with other agencies.
- ❖ Prepares grant applications and maintains responsibility for proper administration of grants received.
- ❖ Prepares long-term Capital Improvement and Capital Financing plans.
- ❖ Maintains continuing awareness of the District's taxing authority and its status regarding debt service obligations.
- ❖ Represents the District before Boards and Commissions.
- ❖ Responsible for contract management for consulting services and contract administration and management responsibility for constructing contracts.
- ❖ Reviews studies, plans and environmental impact statements for proposed public and private programs and projects for impact on the District, and the programs and projects of the District.

- ❖ Oversees information provided to agencies, engineering firms, landowners and others related to District standards and approval procedures for right-of-way, encroachment permit requests, and for subsystem expansions and procedures for the design and construction of such expansions.

Knowledge of

- ❖ Management principles, practices and methods.
- ❖ Public and Business Administration principles, practices and methods.
- ❖ Water Resource and Water Distribution principles, practices and methods.
- ❖ Familiarity of construction methods, materials and equipment.
- ❖ Principles, practices, and procedural methods of governmental accounting, auditing, budgeting and financial analysis.
- ❖ Administrative principles and practices, including goal setting and program development.
- ❖ Principles and practices of public personnel administration.
- ❖ Computer applications related to the work of the District.
- ❖ Standard office practices, procedures, methods and equipment including computers, printers, calculators, copiers and fax machines.

Ability to

- ❖ Anticipate organization, financial, operational and technical problems and develop practical solutions.
- ❖ Prepare clear concise reports and presentations, and communicate effectively both orally and in writing.
- ❖ Effectively represent the District, its projects, programs and policies with landowners, customers, public, and other agencies.
- ❖ Plan, organize, supervise, review and evaluate the work of staff, and provide necessary training for professional development and regulatory compliance.
- ❖ Handle multiple, concurrent projects and manage priority and tasks.
- ❖ Negotiate complex business and labor agreements in either adversarial or collaborative environments.
- ❖ Establish and maintain positive and harmonious working relationships with those contacted in the course of District work.

Environmental and Physical Conditions

Office Environment

- ❖ Regular use of standard office equipment; telephone, computer, printers, copiers, and fax machines.
- ❖ Sit at a desk or workstation for extended periods of time; intermittently twists to reach materials and equipment surrounding workstation or desk.
- ❖ Hearing and vision within normal ranges.
- ❖ Lifts and/or carries weight up to ten (10) pounds.

Field Environment

- ❖ Travel by airplane and/or automobile in conducting District business.
- ❖ Work in or with water, and in or around deep or fast-moving water.
- ❖ Access and work in confined spaces.
- ❖ Exposure to noise, dust, grease, smoke, fumes, gases, vibration, chemicals, mechanical and electrical hazards, and inclement weather conditions.
- ❖ Must be able to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb.
- ❖ Lifts and/or carries up to fifty (15) pounds.

Experience and Education

A Bachelors' degree in engineering, business administration, public administration or other relevant field is required. Registration as a civil engineer is desirable.

In addition, five (5) years of increasingly responsible management level experience in a public administration, water resource or water utility engineering, or business administration is required.

Special Requirements

Possession of a valid California Driver License, Class C, as issued by the State of California Department of Motor Vehicles; and a driving record acceptable to the District's auto insurance provider.

Approved: March 30, 2022

/s/ Jeff Cattaneo
District Manager