



RUBIDOUX COMMUNITY SERVICES DISTRICT

ASSISTANT GENERAL MANAGER

DEFINITION:

Under policy direction from the General Manager, the Assistant General Manager is responsible for developing, implementing, directing and evaluating short- and long-term plans, policies, budgets, and strategies to accomplish the District's mission, Strategic Plan, and Board of Directors priorities.

The Assistant General Manager shall operate within broad general policy guidelines and will exercise substantial latitude and discretion to achieve effective and efficient utilization of the District's resources in serving the District's constituencies and ratepayers. This role includes planning, organizing, directing, overseeing, and implementing comprehensive strategies for the activities and operations of the Engineering and Operations Departments. This encompasses engineering, project management, construction, operations, water treatment, production and distribution, capital program management, sewer collections, treatment, and maintenance functions. The Assistant General Manager provides highly responsible and complex administrative support to the General Manager and coordinates assigned activities with other District departments, outside agencies, and consultants as necessary. In the General Manager's absence, the Assistant General Manager acts on their behalf.

DISTINGUISHING CHARACTERISTICS

The Assistant General Manager is responsible for managing and overseeing the development of policies and engineering functions, ensuring that efficient systems and processes are in place for business operations. This role involves planning, overseeing, and managing water and wastewater facility operations, including treatment and disposal. The position requires significant authority and independence to execute a wide range of services and programs, working closely with other District executives and managers. The Assistant General Manager represents the District with external stakeholders and industry associations and supports the General Manager in the daily administration and long-term planning to achieve the District's objectives.

Additionally, the Assistant General Manager will participate in various boards and commissions as required and attend professional group meetings to stay current with new trends and innovations in engineering and water operations.

ESSENTIAL DUTIES include but are not limited to:

- Develop and implement the District's strategic and business plans in collaboration with executive management.

- Direct the development, implementation, and monitoring of short- and long-term plans to achieve the District's objectives in compliance with applicable laws and regulations.
- Develop and implement Standard Operating Procedures for District operations and safety programs.
- Provide leadership and work with the executive team to develop and retain highly competent, professional customer-service oriented staff through selection, training, and day-to-day management practices.
- Oversee the development and management of operating and capital improvement project budgets for the assigned departments.
- Plan, organize, direct, and manage the activities of the Engineering and Operations Departments, including engineering, project management, construction, operations, water treatment, production and distribution, capital program management, sewer collections, treatment, and maintenance functions.
- Manage the development and implementation of the Engineering and Operations Department's goals, objectives, policies, and priorities; establish, within District policy, appropriate services and staffing levels; allocate resources accordingly.
- Continuously monitor and evaluate the efficiency and effectiveness of service and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
- Manage and participate in the development and administration of the Engineering and Operations Department's budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
- Negotiate and prepare agreements related to engineering and operations projects.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Recommend disciplinary action to address performance deficiencies in accordance with federal, state and local laws and regulations, District policies and procedures, and labor agreements.
- Direct and oversee the operation of comprehensive water resources, community and government affairs, engineering, and operational management programs, policies, and systems.
- Represent the District at local, regional, statewide, and national levels regarding administrative and legislative activities of the District.
- Lead and evaluate the work of assigned staff by establishing goals and performance measures.
- Establish performance requirements and provide coaching for performance enhancement.

EDUCATION / EXPERIENCE:

EDUCATION:

- A Bachelor's Degree in Public or Business Administration, Engineering, or a related field.
- A Master's Degree in a related field may substitute for one year of required experience.

EXPERIENCE:

- Minimum of 10 years of progressively responsible executive or management experience in operating a large, complex public utility or an equivalent combination of experience.

- Minimum of 6 years in a management role.
- Demonstrated success in a high-level leadership position.
- Experience working with governing boards or commissions.

LICENSE REQUIRED:

- A valid California Driver's License (Class C) including a satisfactory driving record is required.
- Possession of, or ability to obtain, certification from District provided CPR/First Aid Training.
- Possession of, or ability to obtain, registration as a Professional Engineer in the State of California is highly desirable.
- Possession of a Grade IV or higher Water Treatment and Distribution Operator Certifications from the State Water Resources Control Board is highly desirable.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical and mental demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Standard office setting with frequent interaction with District staff and the general public and stakeholders.

Physical:

While performing the duties of this position, employee is regularly required to sit, walk, and stand; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms. Employee is occasionally required to walk, and stand for prolonged periods; stoop, bend, kneel and twist; and may lift up to 25 pounds.

Mental:

Expected to manage normal work stress and interactions with subordinates and the public; adhere to guidelines and procedures; perform routine mathematical calculations; recall objects and persons; analyze problems and generate solutions; work with interruptions and changing priorities; and maintain concentration for long periods.

Vision:

See in the normal visual range with or without correction; vision sufficient to see computer screens and printed documents and to operate assigned equipment.

Hearing:

Hear in normal audio range with or without correction.

Job Status: Exempt

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