JOB DESCRIPTION

Coachella Valley Water District

Date: November 2009

TITLE: ASSISTANT GENERAL MANAGER

SECTION: ADMINISTRATION

DEPARTMENT: GENERAL MANAGER

REPORTING RELATIONSHIP:

Reports to: General Manager

DEFINITION: Under direction of the General Manager, assists in directing, planning and coordinating District operations. Assists in coordinating the efficient and effective use of facilities, finances, personnel and equipment. Participates in Board of Directors or related meetings in the absence of the General Manager. Acts for the General Manager in the operation and conduct of District business.

ESSENTIAL FUNCTIONS:

1. Assists in the development of policies, programs and budgets necessary for the operation of the District.

2. Assists in the development of long-range plans covering the essential elements of operations, facilities, finances and personnel.

3. Assists in providing positive and constructive leadership and management.

4. Keeps the General Manager fully informed on all important factors influencing staff and line elements and on the progress toward meeting established goals for projects and programs.

5. Represents the District in meetings and discussions with employees, customers, the public, governmental officials and contractors in order to promote the District's goals and objectives and resolve issues.

6. Assists in administering provisions for effective and efficient operation and control of facilities, finances, personnel and equipment.

7. Assists in negotiating agreements and contracts including labor relations.

8. Attends Board meetings and presents Board agenda in the absence of the General Manager.

9. Reviews, researches and prepares studies on a wide variety of subject matter.
JOB DESCRIPTION

Assistant General Manager – Page 2

ESSENTIAL FUNCTIONS (CONT.):

10. Acts as a leader and provides direction on the setting of standards for District projects to assure continuity and progress toward overall goals.

11. Acts as a Hearing Officer during confidential grievance hearings.

12. Approves personnel action requests and disciplinary actions in the absence of the General Manager.

13. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

AND

Possession of a state of California registration as a professional engineer in civil engineering is highly desirable.

Experience: Five year's related experience in an executive capacity in a water-related industry including planning, organizing, directing and controlling operations.

Knowledge of:

-Organization and management of a water District.
-Principles of supervision and business management.
-Water engineering, construction and maintenance practices.
-Applicable federal, state and local water laws, regulations and legislation.
-The functions and relationships of federal, state and local agencies to water resources and operations.
-Water supply development.
-Principles of administration and staffing.
-Principles and practices of budgeting, purchasing and maintenance of public records.
-Organization and functions of an elected Board of Directors.
-The Brown Act and other laws and regulations governing the conduct of public meetings.
-Social, political and environmental issues influencing the development and implementation of projects or programs.
-Research methods and techniques.
-District personnel rules, policies and labor contract provisions.
-Principles and procedures of sound business communications.
Abilities:
- Plan, organize and coordinate water-related activities and operations.
- Coordinate with facilities, financial and Human Resources functions.
- Establish and maintain effective relations with customers, the general public, governmental and contractor representatives and employees.
- Prepare clear and concise reports.
- Communicate effectively in public.
- Analyze and resolve problems.
- Represent the District at a variety of functions and meetings.
- Work independently with little direction.
- Understand and effectively carry out general oral and written instructions.
- Review and make logical conclusions from technical engineering data.
- Understand, interpret, explain, and apply District policy and procedures.
- Present proposals and recommendations clearly, logically and persuasively in public meetings.
- Develop and implement appropriate procedures and controls.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

Education: Any combination equivalent to the completion of a Bachelor of Science degree in public or business administration, electrical or civil engineering or engineering management.

PHYSICAL REQUIREMENTS:

Driving: Light.

See Human Resources for physical assessment form.

I acknowledge that this job description is an accurate representation of this position as of this date.

General Manager approval____________________________ Date__________