

Natomas Mutual Water Company
Assistant General Manager

Definition

Reporting to the General Manager, the Assistant General Manager is responsible for helping to direct, plan, organize, and coordinate Company activities. The Assistant General Manager helps the General Manager with policy development, water resource planning, fiscal management, administration, and operation of all Company functions, programs, and activities. In addition, the Assistant General Manager aids the General Manager in carrying out the goals and objectives of the Company as well as implementing the policies of the Board of Directors.

Supervision Received and Exercised

- Receives direction from the General Manager
- Exercises supervision over assigned staff and consultants

Examples of Duties

Depending upon assignment, duties may include, but are not limited to, the following:

- Plans, organizes, coordinates, and directs, through staff, activities of the Water Company.
- Helps develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the Water Company.
- Assists in the development and implementation of long and short-range water resource plans to ensure an appropriate supply for customers and contracting organizations.
- Works closely with the General Manager, the Board of Directors, contracting organizations, and appropriate federal, state, and local agencies regarding the viability of water supplies.
- Advises Board of Directors on issues and programs; prepares and recommends specific long range plans and action proposals to the General Manager and Board.
- Makes interpretations of Water Company regulations and ordinances, codes, and applicable laws.
- Helps prepare and administer the annual budget for the Water Company; coordinates the preparation and presentation of Board packets, reports, contracts, and informational material; keeps the Board advised of the

financial conditions, program progress, and present and future needs of the Water Company.

- Represents the Water Company in contacts with governmental agencies, community groups, and other business and professional organizations.
- Ensures that the Water Company is in compliance with all contractual and legal requirements regarding the quantity and quality of water provided.
- Responds to the most difficult or complex requests of information.
- Responds to emergency situations.
- Selects, trains, and evaluates subordinate personnel.
- Provides advice and consultation relative to the development of Company policies and programs to the Board of Directors, staff, consultants, and other agencies. Inspects Company facilities and equipment.
- Conducts studies and carries out special projects as directed.
- Other duties as required.

Typical Physical Activities

- Travels frequently by automobile in conducting business.
- Sits for extended periods of time.
- Hearing and vision within normal ranges.
- Regularly uses telephone and office equipment such as computers, copiers, and FAX machines.
- Communicates orally and in writing with General Manager, the Board of Directors, co-workers, peers, and the public.

Special Requirements

- Broad and extensive work experience as a supervisor.
- People oriented, accessible, and able to establish positive relationships with the General Manager, the Board, staff, shareholders, and customers.
- A good listener and communicator.

- Proactive in finding solutions to difficult issues.
- Able to follow direction and take the initiative in implementing Board policy.

Employment Standards

Knowledge of:

- Rules, regulations and codes applicable to Company maintenance, operations and construction functions.
- Agriculture or irrigation system operations.
- Work safety standards and requirements.
- Principles of budget development and expenditure control.
- Principles of supervision and management.
- Knowledge of water quality issues and regulatory requirements.
- Materials, equipment, methods and techniques used in the design, construction, operations and maintenance of water facilities.
- Current practices and sources of information relative to water works engineering, research projects, operations and maintenance.

Ability To:

- Exercise sound, independent judgment.
- Exercise leadership, authority, and management tactfully and effectively encouraging accountability.
- Plan, organize, administer, and coordinate a variety of services and programs.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.

- Establish and maintain effective relationships with General Manager, the Board of Directors, Water Company staff, Shareholders, and with local, state, and federal organizations.
- Develop recommendations and alternative solutions to resolve problems.
- Prepare concise reports.
- Establish and maintain effective working relationships with peers, representatives of State, Federal, and local agencies, shareholders, and Board members.

Desirable Education and Experience

Any combination of training, education and experience which demonstrate possession of the knowledge and abilities stated above. A typical qualifying background would be:

Experience:

At least three years of professional experience in an administrative or managerial capacity in a municipal or special district organization involving responsibility for the planning, organization, implementation, and supervision of varied work programs.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, business/public administration or related field.

License or Certificate:

Possession of or the ability to obtain and maintain, a California Driver's License. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.