

ORANGE COUNTY SANITATION DISTRICT

CLASS SPECIFICATION

Job Code: 0004
FLSA Status: Exempt
Bargaining Unit: Executive Mgt
Effective Date: 07/12/02
Revised Date: 03/24/08

CLASS TITLE: ASSISTANT GENERAL MANAGER

PAGE: 1

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under executive direction of the General Manager, performs highly responsible and complex professional administrative work while assisting the General Manager in directing and coordinating the activities of the Orange County Sanitation District; promotes effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources; directly supervises assigned programs, functions, and operations; provides leadership in policy formation; and serves as acting General Manager as required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume full management responsibility for the following areas: OCSD's Strategic Planning, Public Information Office, Safety & Health, Board Services, and Governmental Relations; manage the development and implementation of goals, objectives, and priorities for each assigned area; recommend and administer policies and procedures.
2. Promote effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources.
3. Establish, within District policy, appropriate service and staffing levels for assigned functions; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Assess and monitor workload, administrative and support systems, and internal reporting relationships for assigned areas of responsibility; identify opportunities for improvement; direct and implement changes.
5. Plan, direct, and coordinate, through management level staff, work plans for assigned functions; develop goals, objectives, and performance measures for assigned projects and programmatic areas of responsibility; provide direction and supervision on key projects; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
6. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Participate, in support of the General Manager, in policy direction on Labor Relation issues and in labor negotiations with Employee Represented Groups.
8. Continual participation in leadership and management programs to provide positive constructive leadership and management direction to staff and all levels of the organization.
9. Actively engage in the succession management initiative, to include leading the department's workforce planning efforts and encouraging related staff development through appropriate development activities.

ORANGE COUNTY SANITATION DISTRICT

CLASS SPECIFICATION

Job Code: 0004
FLSA Status: Exempt
Bargaining Unit: Executive Mgt
Effective Date: 07/12/02
Revised Date: 03/24/08

CLASS TITLE: ASSISTANT GENERAL MANAGER

PAGE: 2

10. Oversee and participate in the development and administration of the budget for assigned functional areas; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
11. Participate in the development of long range operating goals, objectives, policies, and priorities for the District; incorporate community and organizational input into goals and objectives for the District for the General Manager's and Board of Directors' approval; develop new policies in consultation with the General Manager; interprets and implements policies and goals set by the Board; confer with Department Directors and employees regarding significant policy and procedural changes.
12. Coordinate and manage the strategic planning process and develop performance measures to assure effective implementation.
13. Participate in the preparation, coordination, and presentation of the District's strategic plan, annual budget, capital improvement budget, and internal fiscal control measures; participate in the development and presentation of financial forecasts and historical information including reviewing expenditures and revenues; review purchase orders and payment request to ensure appropriate expenditure of District funds.
14. Coordinate and participate in providing responsible staff assistance to the General Manager, Board of Directors, and District committees and commissions as assigned; attend Board of Directors meetings and other public meetings to assist or represent the General Manager; prepare, review, and make recommendations to the Board of Directors on issues for its consideration and action; carry out the directives of the General Manager and Board of Directors by assigning tasks and evaluating results.
15. Supervise the conduct of studies, surveys, and the collection of information on difficult operational and administrative problems; analyze findings and prepare reports of practical solutions for review.
16. Investigate new operating techniques and new technologies to determine more efficient and effective ways to operate and maintain District facilities; monitor the effect of District operations on the environment.
17. Prepare reports and correspondence and make presentations to legislative bodies, other agencies, the general public, and District personnel on issues regarding District administrative activities and functions.
18. Serve as acting General Manager as required; oversee District operations in the General Manager's absence; provide assistance to the Board of Directors; respond to requests for policy implementation direction.
19. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of business and public administration and issues related to the ongoing operation of a wastewater district.
20. Responsible for overseeing and evaluating the performance of OCSD's Strategic Planning, Public Information Office, Safety & Health, Board Services, and Governmental Relations in setting goals and performance measures to conduct performance reviews of direct reports at least twice annually.
21. Perform related duties as required.

ORANGE COUNTY SANITATION DISTRICT

CLASS SPECIFICATION

Job Code: 0004
FLSA Status: Exempt
Bargaining Unit: Executive Mgt
Effective Date: 07/12/02
Revised Date: 03/24/08

CLASS TITLE: ASSISTANT GENERAL MANAGER

PAGE: 3

REPORTING RELATIONSHIPS

- Report to the General Manager
- Supervise the following positions:

Legislative Affairs Liaison
Principal Financial Analyst
Public Information Manager
Clerk of the Board
Safety Manager

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Advanced principles and practices of public administration including the organization, functions, and problems of sanitation districts.
Operations, services, and activities of a sanitation district.
Government, governing body, and legislative processes.
Principles and practices of generally accepted labor relations and negotiations.
Principles and practices of budget preparation and administration.
Current social, political, and economic trends and operating problems of sanitation districts.
Advanced principles and practices of organization, management and supervision.
Principles and practices of strategic planning.
Methods of analyzing, evaluating, and modifying administrative procedures.
Decision making techniques.
Pertinent federal, state, and local laws, codes and regulations.
Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
Advanced interpersonal skills.
Principles and practices of program development and administration.
Methods and techniques of research, statistical analysis, and report preparation and presentation.
Principles of business letter writing.
Modern office procedures, methods, and equipment including computers.

Ability to:

Provide effective leadership to and coordinate assigned activities of the Orange County Sanitation District.
Analyze a variety of administrative and organizational problems and make sound policy and procedural recommendations.
Analyze and define problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Identify and respond to community and Board of Directors' issues, concerns, and needs.
Participate in the development and administration of District-wide goals, objectives and procedures.
Research, analyze and evaluate new service delivery methods and techniques.

ORANGE COUNTY SANITATION DISTRICT

CLASS SPECIFICATION

Job Code: 0004
FLSA Status: Exempt
Bargaining Unit: Executive Mgt
Effective Date: 07/12/02
Revised Date: 03/24/08

CLASS TITLE: ASSISTANT GENERAL MANAGER

PAGE: 4

Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply federal, state and local policies, laws and regulations.
Plan, organize, and direct the work of staff.
Select, supervise, train and evaluate staff.
Delegate authority and responsibility.
Negotiate and resolve complex issues.
Operate a variety of office equipment including a computer and standard office applications.
Make effective oral and written presentations to groups within and outside the District including legislative bodies.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

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

Experience:

Ten years of progressively responsible administrative or staff experience in a private or public organization with at least three years of experience in an administrative or executive capacity involving responsibility for planning, organizing, directing, and financing a varied work program and experience with intergovernmental relations.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid drivers license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting; incumbents may be required to work extended hours including evenings and weekends and may be required to travel to attend meetings.

Physical: Incumbents require sufficient mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment including use of a computer keyboard; ability to operate a vehicle to travel to various locations and meetings.

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

Hearing: Hear in the normal audio range with or without correction.