



DECEMBER 2018
FLSA: EXEMPT

ASSISTANT GENERAL MANAGER

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

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.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and strategic direction from the General Manager. Exercises direct and indirect supervision over assigned staff, serves as acting General Manager as required, and is accountable for the results produced by the division.

CLASS CHARACTERISTICS

This classification is the second highest executive level within the District. Incumbents in this classification manage the overall administration of the district with responsibility for directing assigned programs and operations. Work includes responsibility for budget, staffing, resources, planning and accountability for the assigned function and related decisions. Incumbents apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Incumbents generally serve as advisors and contributors to the next level of management authority on policies, procedures and major District initiatives.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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

- Assumes full management responsibility for District operations and functions; manages the development and implementation of goals, objectives, and priorities for each assigned area; recommends and administers policies and procedures.
- Ensures the District's safety program and goals are implemented and carried out.
- Promotes effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources.
- Establishes, within District policy, appropriate service and staffing levels for assigned functions; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships for assigned areas of responsibility; identifies opportunities for improvement; directs and implements changes.

- Plans, directs, and coordinates, through management level staff, work plans for assigned functions; develops goals, objectives, and performance measures for assigned projects and programmatic areas of responsibility; provides direction and supervision on key projects; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Participates, in support of the General Manager, in policy direction on Labor Relations issues and in labor negotiations with Employee Represented Groups.
- Continual participation in leadership and management programs to provide positive constructive leadership and management direction to staff and all levels of the organization.
- Actively engages in the succession management initiative, to include leading the department's workforce planning efforts and encouraging related staff development through appropriate development activities.
- Oversees and participates in the development and administration of the budget for assigned functional areas; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Participates in the development of long range operating goals, objectives, policies, and priorities for the District; incorporates community and organizational input into goals and objectives for the District for the General Manager's and Board of Directors' approval; develops new policies in consultation with the General Manager; interprets and implements policies and goals set by the Board; confers with Department Directors and employees regarding significant policy and procedural changes.
- Coordinates and manages the strategic planning process and develops performance measures to assure effective implementation.
- Participates in the preparation, coordination, and presentation of the District's strategic plan, annual budget, capital improvement budget, and internal fiscal control measures; participates in the development and presentation of financial forecasts and historical information including reviewing expenditures and revenues; reviews purchase orders and payment requests to ensure appropriate expenditure of District funds.
- Coordinates and participates in providing responsible staff assistance to the General Manager, Board of Directors, and District committees and commissions as assigned; attends Board of Directors meetings and other public meetings to assist or represent the General Manager; prepares, reviews, and makes recommendations to the Board of Directors on issues for its consideration and action; carries out the directives of the General Manager and Board of Directors by assigning tasks and evaluating results.
- Supervises the conduct of studies, surveys, and the collection of information on difficult operational and administrative problems; analyzes findings and prepares reports of practical solutions for review.
- Investigates new operating techniques and new technologies to determine more efficient and effective ways to operate and maintain District facilities; monitors the effect of District operations on the environment.
- Prepares reports and correspondence and makes presentations to legislative bodies, other agencies, the general public, and District personnel on issues regarding District administrative activities and functions.
- Serves as acting General Manager as required; oversees District operations in the General Manager's absence; provides assistance to the Board of Directors; responds to requests for policy implementation direction.
- Attends and participates in professional group meetings; stays 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.

- Responds to inquiries in a courteous manner; provides information within the area of assignment; and resolves complaints in an efficient and timely manner.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- 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.
- Critical thinking and 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 practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District staff.

Ability to:

- Provide effective leadership to and coordinate assigned activities of the Orange County Sanitation District.
- Plan, organize, schedule, assign, review, and evaluate the work of and train staff.
- Promote individual growth and development of assigned staff in the performance of work assignments.
- Effectively resolve conflict within assigned area of responsibility.
- 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.
- Apply critical thinking and analysis to a broad range of situations, problem solving and decision-making.
- 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.
- 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.

- Negotiate and resolve complex issues.
- Make effective oral and written presentations to groups within and outside the District including legislative bodies.
- Maintain confidentiality in maintaining critical and sensitive information, and be discreet in handling and processing confidential information and data.
- Effectively represent the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Ensure adherence to safe work practices and procedures in the workplace.
- Utilize a computer, relevant software applications and/or other equipment as assigned.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in business or public administration, engineering, or a related field; AND
2. Twelve (12) years progressively responsible administrative or staff experience in a private or public organization with at least four (4) 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.

Licenses and/or Certifications:

- None.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.