

ASSISTANT DISTRICT MANAGER

DEFINITION

Under administrative direction, plans, organizes, coordinates, and directs departments, objectives, and projects as assigned by the District Manager; acts in the absence of the District Manager; performs related work as assigned.

CLASS CHARACTERISTICS

This single position class is responsible for the development and administration of assigned programs and departments, including supervising any assigned staff. The employee is expected to demonstrate a high level of professional administrative expertise in establishing and maintaining efficient and effective departmental operations consistent with Board policies and administrative guidelines established by the District Manager. The employee also functions as a member of the District's management team and participates in addressing issues of concern to the District which may not have a direct impact on the employee's area of specialization. This position is distinguished from the District Manager, which is responsible for all District functions.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Develops and implements goals, objectives, and work standards for assigned departments and projects; identifies problems, determines analytical approach, evaluates alternative courses of action, and makes recommendations regarding such areas as organizational structure, staffing requirements, cost analysis, productivity, and procedure modifications;
- Prepares or directs the preparation of a wide variety of information and background materials for the Board of Directors; attends and may present at Board and Committee meetings.
- Under direction of the District Manager, plans, schedules, supervises, reviews, and evaluates the work of assigned staff; directs staff training and development; reviews and evaluates employee performance; recommends disciplinary action; Assists with the administration of personnel related matters, including employment procedures, grievances, classification and pay, and employer-employee relations;
- Assist in labor negotiations with employee groups;
- Under direction of the District Manager, maintains liaison with representatives of other agencies, community groups, boards and commissions, contractors, joint powers authorities and others; coordinates and administers interagency agreements; assists in the development of District-wide goals and objectives; analyzes current and historical trends; determines variances and recommends improved cost effectiveness.
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

- May serve as District representative before boards and commissions.
- Under direction of the District Manager oversees media and public relations
- Manages and provides support for the District's information systems, desktop systems, local area and wide area networks, and telecommunications and telephony systems. Oversees development of information systems related standards, specifications and administrative procedures and practices. Responsibilities include business systems applications, operating systems, GIS systems, SCADA systems, VOIP telephony systems, mobile devices, networking and data communications systems and a wide variety of technologies.
- Plans, organizes and directs customer relations activities.
- Supervise Information Systems (IS) staff and/or consultants responsible for system administration, analysis, programming and reporting as well as technical staff or consultants responsible for desktop computer hardware/software, network administration, and telecommunications operations and maintenance. Coordinate work with other District departments to provide timely, cost-effective, integrated systems and related support. Supervise employees with information technology duties.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:

- The principles and practices of public administration and government finance;
- Data collection and analysis techniques;
- Principles and practices of budgeting, accounting, finance, investment, auditing, and the development and maintenance of fiscal controls,
- Knowledge of retirement and medical plans offered to employees
- Risk management and insurance.
- The operations typical of district services;
- Principles and practices of supervision including selection, work evaluation, and training;
- Computer applications related to the work;
- Applicable laws and regulations; including Public personnel administration, and employer-employee relations.
- Techniques of maintaining effective Board/staff and public/staff relations.
- Municipal water treatment and distribution, including regulations.
- District operations and functions and associated information systems and technology issues.
- Principles and techniques of systems analysis and development
- Program planning; computer programming and processing
- Telecommunications systems and concepts

Ability to:

- Communicate clearly and concisely, both orally and in writing;
- Analyze, research, and prepare complex reports on a variety of subjects;
- Establish and maintain effective relationships with the community at large, the Board of Directors, District employees, other public officials, and others contacted in the course of the work; represent the District at various meetings;

- Plan, direct, and coordinate District programs including fiscal, investment, and records management programs;
- Select, train, supervise, and evaluate employees;
- Analyze legislation and develop effective recommendations;
- Operate programs within allocated amounts; plan and achieve a balanced budget;
- Respond to emergency and problem situations in an effective manner;
- Understand, explain, and apply policies and procedures; participate in developing new District policies;
- Analyze unusual situations and resolve them through application of management principles and practices; assist in developing comprehensive plans to meet future District needs/services;
- Deal constructively with conflict and develop effective resolutions;
- Plan, organize, and direct the data processing functions within the District
- Provide leadership, supervise, coordinate and direct systems analysis, design, and programming activities.
- Analyze systems data and situations, identify problems, reason logically, and develop conclusions and effective solutions.
- Perform duties within a flexible schedule which may include nights and weekends
- Travel as needed

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Bachelor degree in business or public administration, finance, accounting, or a closely related field, and five years of progressively responsible management level experience in administrative systems, finance, budgetary, or closely related work, preferably in a water or wastewater agency.

Licenses, Certificates, and Special Requirements

- None required

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands and fingers to grasp; and feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Environment: Office environment. Frequently works in or around areas with minor amounts of dust. Some work done on ladders up to 4 feet above ground. Noise level is usually quiet.