
Mt. View Sanitary District

Policies and Procedures Manual

POLICY TITLE: Assistant District Manager

POLICY NUMBER: 2315

JUNE 2015

FLSA: EXEMPT

ASSISTANT DISTRICT MANAGER

DEFINITION

Under general direction, assists the District Manager in directing and managing the daily activities of administration, operations, maintenance, and finances of the District's wastewater collection and treatment activities; through subordinate managers and supervisors, plans, assigns, monitors and reviews work of professional, technical and support staff; oversees the delivery of administrative support services including management of the Agency annual budget, action plan and strategic planning cycle; coordinates assigned activities with management staff and outside agencies; provides highly responsible and complex staff assistance and administrative support to the District Manager and Board of Directors including other duties and responsibilities for effective and efficient delivery of services; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative and policy direction from the District Manager. Exercises general direction and supervision over management, supervisory, professional, technical, administrative support staff, and District consultants directly and through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This single-position class requires a professional background with a high level of skill and independent judgment to accomplish district-wide planning and operational goals and objectives as well as managing and overseeing the complex and varied functions of the district; provides highly responsible and complex administrative support to the District Manager. Successful performance of the work requires a professional background as well as skill in coordinating multiple functions. The incumbent is accountable for accomplishing planning and operational goals and objectives for the assigned functions and for furthering Agency goals and objectives within general policy guidelines.

Adopted June 11, 2015

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in developing, directing, and coordinating the implementation of goals, objectives, policies, procedures, and work standards for the District; establishing appropriate service and staffing levels; and in the development and administration of the District's budget and integrated financial plan, as directed.
- Manages and participates in the development and administration of the annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Contributes to the overall quality of service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Agency needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine Agency needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Ensures Agency compliance with state and county regulatory permit requirements and ensures data generated for permit compliance purposes is legally defensible.
- Ensures state and county required analyses are performed in accordance with required schedules.
- Participates in and makes presentations to the Agency Board and a wide variety of committees, boards, and commissions.
- Represents the District with outside groups, organizations and the general public to coordinate and implement District policies, goals, objectives, programs, and services; to negotiate and resolve significant and/or controversial issues; and to promote District programs and services.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; initiates and manages internal investigations; responds to staff questions and concerns.
- Coordinates preparation of the annual budget request for the areas of responsibility; reviews staffing, equipment, and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption and approves purchase requisitions.
- Performs activities involving real property including management and maintenance and related lease and land use programs.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the assigned fields and other services as they relate to the area of assignment.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the District Manager.

- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Maintains and directs the maintenance of working and official departmental files.
- Performs other related work as required.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of management and supervision.
- Public agency budget development, District-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of public agency administration.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Current social, political and economic trends affecting District government and service provision.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record-keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the District.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of fiscal services programs and administrative activities.
- Conduct effective negotiations and effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Work in a team environment as a contributing team member.

EDUCATION AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in in engineering, chemistry, business administration or public administration, or a related field, and seven (7) years of increasingly responsible management or administrative experience in a wastewater agency, public utility, or related organization, which includes at least four (4) years of experience supervising professional and technical staff. A Master's degree in public administration or business administration is highly desirable.

Licenses and Certifications:

- Must possess and maintain a valid Class C California driver's license. Must continue to meet all of the provisions of the District to be insured with the terms and conditions of the District's insurance program as condition of employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; 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 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 25 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 policies and procedures.