



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## ASSISTANT GENERAL MANAGER

**HOURLY \$48.38 – \$60.42**  
**ANNUAL \$100,636 – \$125,680**

FLSA Designation	Exempt
Established	July 2019
Revised	January 2021
Classification	400: Sr. Management
Range	400

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.

**DEPARTMENT / DIVISION** Senior Management

### SUMMARY DESCRIPTION

Receives general direction from the General Manager. Provides highly responsible and complex management and administrative assistance to the General Manager in coordinating and directing District-wide departmental activities and operations; assists the General Manager in executing the long-term vision for the District in collaboration with the Board of Directors and District managers; provides leadership to all District departments to enable department managers to effectively and efficiently maximize available resources; ensures provision of services to District customers and community residents; coordinates assigned activities with District departments, officials, outside agencies, consultants, contractors, and the public; provides highly responsible and complex professional assistance to the General Manager in areas of expertise; acts as General Manager in his/her absence; performs related work as required.

### IDENTIFYING CHARACTERISTICS

The Assistant General Manager class is characterized by the responsibility to assist the General Manager in the overall administration and management of operations, functions and activities related to the District; including short- and long-term planning and policy development. The Assistant General Manager regularly interacts with the General Manager, Board of Directors, and departmental representatives in obtaining information and coordinating projects. Successful performance of the work requires knowledge of public policy, including the role of the elected Board of Directors. The incumbent is accountable for accomplishing District-wide planning and operational goals and objectives within general policy guidelines. This classification is distinguished from the next higher classification of General Manager in that the latter has overall responsibility for administering the District's operations.

## **ESSENTIAL FUNCTIONS**

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

1. Assists and advises the General Manager; relieves the General Manager of administrative detail.
2. Manages the coordination and preparation of the budgets, funding mechanisms and budget control activities; reviews and approves funding reporting; makes recommendations to the General Manager on funding opportunities.
3. Responds to resident complaints and requests for information that cannot be handled at lower staff levels.
4. Coordinates assigned activities of the General Manager's Office with internal departments and with outside agencies; assists in the installation of new programs and procedures.
5. Contributes to the overall quality of the District's service provision by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
6. Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, Town management and staff, and the public.
7. Assist in the development, planning and implementation of goals and objectives related to the overall administrative activities and operations of the Town; recommend and administer policies and procedures.
8. Makes presentations to the Board of Directors and a variety of boards and committees; attends and participates in professional group meetings; stays abreast of new trends and innovations in the management and administration of District services and programs.
9. Investigate and prepare reports on specific requests and complaints pertaining to various activities.
10. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the General Manager
11. Participates in the preparation, coordination, and presentation of the Town's 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.
12. Coordinates and participates in providing responsible staff assistance and professional analysis and advice to the General Manager, Town Counsel, and other Town Standing Committees as assigned; attends Town Board of Director meetings and other public meetings to assist or represent the General Manager.
13. Supervises and/or conducts studies, surveys, and the collection of information on difficult operational and administrative problems; analyzes findings and prepare reports of practical solutions for review.
14. Serve as the Acting General Manager in the absence of the General Manager.
15. Perform related duties as assigned.

## **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:**

Operations, services, and activities of a Community Services District. Advanced principles and practices of public and local government administration. Principles and practices of public personnel administration, program development and administration, fiscal and strategic planning, Special District finance and budget preparation and administration. Current social, political, and economic trends and operating characteristics/problems of Special District government. Government, Board, and local and state legislative processes. Methods of analyzing, evaluating, and modifying administrative procedures. Methods and techniques for goal setting and program evaluation. Principles of supervision, training, and performance evaluation. 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. Methods and techniques of research, statistical analysis, and report presentations. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

### **Ability to:**

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the District and assigned program areas. Work cooperatively with, provide staff support to, and implement the policies of the General Manager and Board of Directors.

Prepare and administer large and complex budgets; allocate resources in a cost-effective manner. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures. Research, analyze, and evaluate new service delivery methods, procedures, and techniques. Effectively administer special projects with contractual agreements and ensure compliance; effectively administer a variety of programs and administrative activities. Conduct effective negotiations and effectively represent the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations. Speak effectively in public. Prepare clear and concise reports, correspondence, policies, procedures, agendas 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, recordkeeping, 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 office equipment and computer applications related to the work. Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations. Use English effectively to communicate in person, over the telephone, and in writing. Establish, maintain, and foster positive and effective internal and external working relationships with those contacted in the course of work.

**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 public or business administration, finance, or a related field and seven (7) years of increasingly responsible professional experience in public agency administration of which five (5) years should be in a management capacity.

**License:**

Possession of, or ability to obtain, an appropriate driver's license may be required for some positions.

**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:** Employees typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, and the public in providing customer service, explaining Town policies and procedures, and requesting and providing information.

Depending on assignment, employees may occasionally work in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, rain, vibration, dust and fumes. Incumbents are required to work on all types of floor surfaces and are required to wear appropriate attire for the work area and existing conditions. May be required to work on evenings, weekends and holidays.

**Physical:** Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to visit various Town 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, as well as standing and walking at various field sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter 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 up to 25 pounds. Must be able to travel by automobile and to inspect/visit various District locations/facilities.

**Vision:** See in the normal visual range with or without correction.

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

**Note:** All employees of the Town of Discovery Bay Community Services District are designated by state law to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.