

**COASTSIDE COUNTY WATER DISTRICT  
CLASS SPECIFICATION  
ASSISTANT GENERAL MANAGER**

**CLASS TITLE: ASSISTANT GENERAL MANAGER**

**DEFINITION**

Under minimal direction, the Assistant General Manager plans, organizes, coordinates and directs all District financial and administrative functions, including accounting, budgeting, financial planning, billing, customer service, human resources, and information technology. The Assistant General Manager serves as the principal financial officer of the District.

**DISTINGUISHING CHARACTERISTICS**

This position reports to the General Manager. Scope of work is highly complex in nature with management responsibility over office and administrative units of the water District. Incumbent works from general directives or broadly defined missions of the organization as a whole. Erroneous decisions or recommendations could result in failure to achieve critical goals and objectives and may seriously affect the ability of the organization to meet its overall long-term objectives. Directly supervises the work of the Office Manager.

**EXAMPLES OF DUTIES**

*Duties may include, but are not necessarily limited to:*

- Plans, directs and coordinates the District's financial and administrative functions;
- Manages the selection, training, and supervision of office and administrative staff;
- Provides leadership in the development of short and long-term strategic financial objectives;
- Ensures that effective internal controls are in place and ensures compliance with applicable federal, state and local regulatory laws and rules for financial reporting.
- Ensures the credibility of the District's financial reporting by providing timely and accurate analysis of budgets, financial trends, and forecasts;
- Oversees the District's annual third-party audit;
- Forecasts cash flow and manages and invests District funds in accordance with District policy;
- Directs and coordinates preparation of the annual budget and Capital Improvement Program;
- Prepares the annual District Financing Plan in order to recommend rate increases necessary to fund operating expenses and capital projects;
- Performs rate structure analyses and recommends changes to ensure rate equity and compliance with applicable laws and regulations;
- Provides timely and accurate financial reporting, including analysis of expense vs. budget variances;
- Develops and administers the District's asset tracking and management program;

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- Ensures that District recordkeeping and records retention policies comply with legal requirements and District policy;
- Negotiates and administers purchasing, lease, and financial agreements and contracts on behalf of the District;
- Recommends short and long term financial strategies;
- Attends Board and committee meetings and provides input and expertise relative to finance;
- Directs the preparation, collection and receipt of water billings and charges;
- Oversees implementation and support of the District's financial and utility billing software;
- Oversees the District's customer service functions;
- Manages the District's administrative information technology infrastructure, ensuring data integrity and maintaining continuously the District's ability to recover all information technology functions quickly and effectively after equipment failure or a disaster;
- Administers human resource functions of the District, including payroll and benefits, to ensure compliance with laws and regulations and with terms of the collective bargaining agreement with represented employees;
- Evaluates and recommends changes to District personnel policies and procedures;
- Acts in the role of the General Manager in the General Manager's absence;
- Performs other duties as directed by the General Manager.

**MINIMUM QUALIFICATIONS**

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

**Training and Experience:**

Example combinations include equivalent to graduation from a four year college or university with major course work in accounting, finance, business or a closely related field and at least ten years of progressively responsible professional level experience in financial analysis, fund accounting, budgeting, treasury and investment management, auditing, and information management systems, with at least seven of those years in a senior supervisory capacity. A Master's Degree in finance and/or a Certified Public Accountant designation is desirable.

**Knowledge of:**

- The principles and practices of public works administration and organization including personnel and fiscal management.
- Budget development, analysis, and financial strategies

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- Laws regulating the financial administration of local government
- Long-range planning
- Financial information systems
- Information technology and utility billing software

**Ability to:**

- Communicate clearly and concisely, both orally and in writing
- Select, train, mentor, supervise, evaluate and discipline employees
- Respond to emergency and problem situations in an effective manner
- Understand, explain and apply policies and procedures
- Analyze unusual situations and resolve them through application of management principles/ practices
- Effectively negotiate contracts and agreements
- Deal constructively with conflict and develop effective resolutions
- Plan, organize, schedule, and coordinate activities and set priorities under changing conditions
- Establish and maintain effective, pleasant and cooperative working relationships with Board members, employees, officials and the general public
- Supervise, motivate, inspect and evaluate the work of employees and outside contractors

**Skill In:**

- Thinking through complex issues and recommending sound alternatives and solutions
- Principles and practices of business management
- Verbal and written communication
- Multitasking

**Licenses/Certificates:** Possession of a valid Class C California State operator's license with a driving record acceptable to the District.

**PHYSICAL REQUIREMENTS**

Incumbent must be able to function in an office and field environment in work of a sedentary to moderately active nature, and perform the following, with or without reasonable accommodation:

- Utilize vision, hearing and speech
- Utilize manual and finger dexterity
- Walk on smooth and/or uneven surfaces
- Climb, ladders or steep surfaces
- Stand upright and/or forward flexing

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- Twist, turn, bend and reach
- Lift and/or carry 35pounds maximum
- Work in areas subject to exposure to wet, damp surfaces; dusts, mists, fumes and high levels of noise; a variety of weather conditions; extremes of heat or cold
- Wear personal protective equipment

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent.*