

# ***Humboldt Bay Municipal Water District***

## **ASSISTANT GENERAL MANAGER – M1a Position Description**

### **GENERAL PURPOSE**

This position is intended as a temporary training position for the successor General Manager to increase familiarity with not only the requirements of the General Manager position, but the operations of Humboldt Bay Municipal Water District prior to fully assuming the General Manager position.

The General Manager position is the chief executive office position responsible for carrying out the Board of Director's policies, directing District operations, controlling District expenditures, and overseeing all programs and activities of the District.

### **ESSENTIAL FUNCTIONS AND DUTIES**

While in the Assistant General Manager position, the individual is expected to gain a working knowledge and understanding of all duties of the General Manager as listed in the General Manager job description, with initial focus including, but not limited, to the following:

- 1) Understanding the needs and requirements of serving as the Chief Executive Officer of the District.
- 2) Providing leadership and management including planning, goal setting, and evaluating District effectiveness.
- 3) Supervising, developing, and evaluating the District Superintendent, Business Manager and Executive Assistant/Board Secretary.
- 4) Providing full charge and control over construction, maintenance and operation of the regional water system. Ensures compliance with water quality laws and regulations, and ensures sufficient water supply capability to meet customer demands.
- 5) Overseeing the District's safety program. Ensures compliance with Federal, State, and local safety regulations. Develops and supports a strong safety culture in the organization.
- 6) Serving as the Dam Safety Coordinator pursuant to the District's Owner Dam Safety Program. Ensures compliance with Federal and State dam safety regulations. Develops and supports a strong and effective dam safety program.
- 7) Maintaining a close working relationship with the Board, Board committees, the District's legal counsel, auditor, and other consultants who advise the Board.
- 8) Preparing monthly Board meeting agendas and packets including well-developed and written staff reports.
- 9) Serving as liaison representing the District to the general public, the District's wholesale municipal customers, regulatory agencies, the media, and civic or community organizations.

### **REQUIRED KNOWLEDGE, SKILLS, and ABILITIES**

- 1) Understanding of the principles and practices of the following:
  - a. Management and public administration

- b. Planning, analyzing, and developing sound business recommendations
  - c. Financial planning, budgeting, expenditure control, and reporting
  - d. Contract development and administration
  - e. Safety regulations and programs
  - f. Water utility cost-of-service and ratemaking
  - g. Supervision and personnel management, including public sector employment law
- 2) Basic knowledge of engineering and construction principles applicable to the planning, design, and construction of District facilities.
  - 3) General understanding of the following:
    - a. Laws, regulations and processes governing special districts
    - b. Safe Drinking Water laws, regulations and practices governing water quality, treatment and distribution
  - 4) Federal and state regulations and practices governing the safety of a high-hazard dam and hydro-electric power plant;
    - a. Federal and state environmental regulations and permit processes for river operations;
    - b. State law and practices governing water rights
  - 5) Excellent written and oral communication skills, as well as ability to make effective and persuasive presentations; Ability to understand and carry out oral and written directions; Communicate well with others, including the public, the media, and staff, both verbally and in writing;
  - 6) Operate a variety of office equipment (computer, copy machine, fax, etc.); Proficient in all Microsoft Office products
  - 7) Work cooperatively and get along well with the Board, District staff, customers and the public

### **REQUIRED TRAINING AND EXPERIENCE:**

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- 1) Bachelors Degree from an accredited university or college with a major in Business Administration, Public Administration, Engineering, Water Resources, or closely related field.
- 2) Ten-to-fifteen years of increasingly responsible and broad experience in engineering, administration, or management in a private or public agency. Strong preference for experience in utility or water resources fields. Background should include experience working with elected Board or Commission, and responsibility for planning, development and implementation of programs, budgets, and operations.

### **SPECIAL REQUIREMENTS**

- 1) Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- 2) Must qualify for fiduciary bonding.

- 3) Must be able to occasionally work evenings and weekends. Must be available to work following an emergency that affects the District's operations.
- 4) Must be able to serve as the District's Dam Safety Coordinator pursuant to the FERC's Owner Dam Safety Program regulatory requirements.

### **ESSENTIAL PHYSICAL ABILITIES**

Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position **is** considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination and drug screening are intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- 1) Operate a motor vehicle
- 2) Sit for extended periods of time
- 3) Perform minor physical activities which involve bending, lifting and reaching.