



TAHOE CITY PUBLIC UTILITY DISTRICT

Job Description

Job Title: Assistant General Manager
Department: Governance & Administrative Services
Supervised By: General Manager
FLSA Status: Exempt
Revision Date: January 2023

JOB SUMMARY

To assist the General Manager in administering and coordinating the activities and operations of the District; to plan, organize, direct, and review the operations, engineering, planning, design, investigation, and construction activities within the Engineering Department; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex management and administrative support to the General Manager and to the District Board of Directors and its Committees.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the General Manager.

Exercises direct supervision over management, professional, technical, and administrative support personnel.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Assume full authority and responsibility for District operations and serve as acting General Manager in their absence.
- Lead or participate in the development and implementation of District strategic plans, master plans, policies, procedures, and standards.
- Develop, plan, and implement District goals and objectives; administer policies and procedures.
- Represent the District in the coordination of the efforts of legal counsel and consultants to effectively protect the District's water rights, contracts, and entitlements against regulatory and legislative impacts.
- Assist the General Manager and executive leadership in the analysis, preparation, presentation, justification, and administration of the District's annual operating budget including annual and multi-year capital improvement plans and budgets.
- Direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.

- Coordinate the activities and communication of the Engineering department with other District departments, outside agencies, and the public. Research and prepare staff reports and other necessary correspondence including technical and administrative reports and studies.
- Oversee consultants and contractors.
- Participate in District Board and Committee meetings.
- Represent the District regarding services provided and interpretation and definition of District rules, regulations, and procedures to the public as well as local, city, county, state, and federal agencies.
- Respond to difficult and sensitive public inquiries and complaints and assist with resolutions and alternative recommendations
- Ensure full knowledge of all District plans, programs, budgets, policies, and activities.
- Conduct studies, analyze data, make recommendations, and prepare reports and presentations on a variety of subjects.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Recommend the appointment of personnel; train, motivate, and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of assigned workgroup.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain, and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Prepare and present reports and accomplish special assignments as requested by the General Manager.
- Attend meetings and serve as staff to the General Manager.
- Assist with long-range planning, asset management, and capital infrastructure planning.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Principles and practices of management, budgeting, public finance, personnel administration, and project implementation.
- Organizational and management practices as applied to the analysis, evaluation, and modification of administrative procedures, programs, policies, and operational needs.
- Applicable local, regional, State, and Federal laws, rules, and regulations regarding local government operations.
- Principles and practices of effective public communication and relations.
- Principles and practices of strategic planning.
- Principles and practices of negotiation, leadership, motivation, team building, conflict management, and dispute resolution.
- Principles and practices of engineering as applied to public works, utilities, parks, and other public facilities.
- Modern office practices, methods, and computer equipment, including relevant software applications.

- Principles and practices of customer service.
- Safe work practices.

2. Ability to:

- Plan, direct, and control the administration of the Engineering Department.
- Develop and implement District policies and procedures.
- On a continuous basis, analyze budgets and technical reports; interpret and evaluate staff reports; know and understand laws, regulations, and codes; observe performance and evaluate staff; problem solve issues; remember various personnel rules; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and communicate through written means; and lift or carry weight of 25 pounds or less.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret and apply District and department policies, procedures, rules, and regulations.
- Explain regulations and procedures to consultants, contractors, developers, the general public, representatives of other public agencies, and staff.
- Effectively serve as administrative agent of the Board.
- Provide leadership.
- Prioritize and exercise sound judgment within areas of responsibilities.
- Understand, interpret, and apply Federal, State, and local laws, codes, and regulations pertaining to work assignments.
- Organize and prioritize a variety of tasks in an effective and timely manner for self and others.
- Lead, supervise, train, and evaluate assigned staff in an effective and positive manner.
- Act independently and make decisions conforming to District policies, procedures, standards, and ordinances.
- Perform all job duties in an organized and efficient manner with the ability to adjust priorities and perform multiple tasks.
- Operate and use modern office equipment including computers and applicable software.
- Read, write, and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar, and punctuation.
- Communicate effectively, tactfully, and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain, and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major work in public administration, business administration, engineering or a related field. Advanced degrees and certificates desirable.

Experience: Six (6) years of increasingly responsible experience in an administrative, managerial or staff capacity, including three years of administrative and management

responsibility in public or private employment involving responsibility for the planning, organization, implementation, and supervision of various work programs, preferably water and sewer system operations and parks and recreation services.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.

ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature-controlled office environment subject to typical office noise and conditions.

Position requires working beyond normal business hours, attendance at evening meetings and/or weekend work, and the ability to travel.

PHYSICAL JOB ANALYSIS

Daily Occurrence defined as: RARELY \leq one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

1. Gross Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Sitting	Continuously
Standing	Rarely
Walking	Occasionally
Walking on uneven terrain	Rarely
Driving	Rarely
Hearing	Continuously
Speaking	Continuously
Seeing	Continuously

2. Job-Specific Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Bending at waist	Occasionally
Climbing (stairs/ladders/etc.)	Occasionally
Crawling	Occasionally
Crouching	Occasionally
Kneeling	Occasionally
Pushing (10 lbs.)	Occasionally
Pulling (10 lbs.)	Occasionally
Stooping	Rarely
Working at heights (6 feet above ground)	Rarely
Working/Reaching above shoulder level	Occasionally

Working/Reaching below shoulder level

Continuously

Working/Reaching at desk level

Continuously

3. Lifting

<u>Weight</u>	<u>Daily Occurrence</u>
1 to 10 lbs.	Occasionally
11 to 25 lbs.	Occasionally
26 to 50 lbs.	Rarely
51 to 75 lbs.	N/A
76 to 100 lbs.	N/A
Over 100 lbs.	N/A

4. Hand Coordination

<u>Activity</u>	<u>Daily Occurrence</u>
Hand	
Pulling	Rarely
Pushing	Rarely
Fine Manipulation	
Typing/Keyboard	Frequently
Calculator	Frequently
Writing	Frequently
Hand tools	Rarely
Equipment (nuts/bolts, etc.)	Rarely
Simple Grasping	
Files	Frequently
Computer mouse	Frequently
Phone receiver	Frequently
Power Grip	
Power tools	Rarely
Equipment (shovel, etc.)	Rarely
Arm	
Lateral	Occasionally
Rotation	Rarely

5. Height of Objects Reached/ Used

<u>Object</u>	<u>Height</u>
Filing cabinets	4 feet
Shelves/Storage	6 feet

6. Mental Requirements

<u>Activity</u>	<u>Daily Occurrence</u>
Analyzing	Continuously
Identifying	Continuously
Interpreting	Continuously
Knowing	Continuously
Observing	Continuously
Problem Solving	Continuously
Remembering	Continuously
Understanding	Continuously
Explaining	Continuously

APPROVED BY: Sean Barclay, General Manager on December 20, 2022