



ASSISTANT GENERAL MANAGER
\$130,000 - \$260,000 Annually (DOQ)

Apply by emailing a cover letter and resume to CamMgmt@camrosa.com

POSITION

The Assistant General Manager (AGM) position is an executive level position reporting to the General Manager. The position advises the General Manager in the development, implementation, and evaluation of short- and long-term District goals, objectives, plans, programs, projects, policies, and systems focused on achieving the District's mission, strategic plan, and Board priorities. The AGM will be an integral part of all aspects of District management and will serve as the General Manager in his or her absence. The AGM assists the General Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Adaptability and effective prioritization are essential.

This is an opportunity to utilize your skills and develop a new level of expertise in a wide range of areas. The District goal is to hire talent, and to utilize and grow that talent in a way that is beneficial to both the District and the employee.

THE JOB

Here are some examples of typical job functions:

- Provide expert advice and assistance to the General Manager in identifying, articulating, and implementing District policies, programs, and projects; assist and support the General Manager in the daily operations of the District; serve as the General Manager in his or her absence.
- Execute policies and priorities set by the General Manager and the Board of Directors to serve current and future water needs of the District.
- Plan and execute projects, strategies, studies, and programs to protect the District's existing water resources; manage the District's water portfolio; actively develop new water resources.
- Provide day-to-day leadership and work with executive and management team members to ensure a high performance, customer service-oriented work environment, consistent with sound management principles and the District's mission.
- Develop and interpret District ordinances, policies, and applicable laws and regulations, and ensure services comply with the policies and strategic direction set by the General Manager, Board of Directors, and mandated regulations.
- Participate in the development of District operating and capital improvement budgets and monitor implementation of adopted budgets.
- Plan and oversee the District's regulatory compliance and water resource management efforts including compliance with water quality regulations, conservation and drought planning, efficiency programs, emergency responses, and policy and legislative engagement efforts.

- Select, motivate, and direct District staff; plan and evaluate performance of assigned staff; regularly monitor performance and provide coaching for performance improvement and development.
- On behalf of the General Manager, prepare correspondence and reports and make presentations to various groups, commissions, committees, and boards.
- Participate in industry and intergovernmental activities to influence legislative and regulatory changes consistent with the District's interests and needs.
- Participate in State, regional, and local water, water reclamation, and related professional meetings and conferences to stay abreast of trends and technologies related to District operations.

QUALIFICATIONS

Knowledge:

- Principles and practices of effective leadership, management, and supervision.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of assigned areas of responsibility.

Education & Experience:

Any combination of training and experience that would provide the required knowledge, skill, and ability to excel. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in engineering, life sciences, business or public administration, or a related field.

Experience:

- Definable exceptional experience in a supervisory, management, or leadership capacity. Proven record of "getting the right stuff done right".