

## **EXHIBIT 13-A**

### **JOB DESCRIPTION**

#### **MONTEREY PENINSULA WATER MANAGEMENT DISTRICT ASSISTANT GENERAL MANAGER**

*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.*

#### **DEFINITION**

Under administrative direction of the General Manager, plans, organizes, and coordinates Monterey Peninsula Water Management District (Water District) operations and services in conjunction with the General Manager the following areas: Water Resources, External Affairs, Administrative Services, Environmental Resources, and Maintenance and Operations; represents and acts on behalf of the General Manager in communication or meetings with the District Board, District Counsel, or others as otherwise assigned; may act on behalf of the General Manager during his/her absence or as designated.

Receives policy direction from the Board of Directors.

Exercises direct supervision over management, supervisory, professional, technical, and clerical staff.

#### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*The following duties are typical for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:*

The Water District Assistant General Manager class is characterized by the responsibility to assist the General Manager in the overall management of activities related to the Water District's core functions of water supply planning and delivery, water permitting, water conservation, environmental compliance, and administrative services functions, including eventually being called upon in the future to directly manage one or more of the Water District's Divisions through supervisory role with managers and staff; coordinates assigned divisional activities with other programs.

Incumbents of this class exercise considerable discretion and independent judgment in the coordination and prioritization of duties and responsibilities assigned to District managers and employees, and may eventually assume direct supervisory responsibility. Administrative direction is provided by the General Manager through conferences, meetings, and written communication. There is significant latitude for independent judgment and action in defined areas of work. This classification is distinguished from the General Manager in that the latter is the chief executive

responsible for the effectiveness of all District operations, implementation of Board policy, and provides direction to this classification.

The position is an “at will” exempt position and is unrepresented in labor negotiations.

**Essential Functions:**

*Typical duties may include, but are not limited to, the following:*

1. Assists the General Manager in managing and directing activities of the Water District; develops, plans, and implements goals and objectives consistent with the Water District's mission, vision, strategic plan and key performance measures; utilizes performance planning techniques to identify, establish, achieve, and measure progress towards meeting these goals and objectives.
2. Directly or through subordinate managers, supervises District staff; selects, trains, motivates and evaluates District personnel; provides or coordinates staff training; establishes performance standards and evaluates performance; reviews performance evaluations and disciplinary recommendations made by subordinate managers; ensure appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of customer service delivery methods and procedures; allocate resources accordingly; and ensures that safe working conditions are maintained.
3. Prepares and recommends District policies and procedures to the General Manager; reports on the effectiveness of established policies and procedures, and recommends improvements and revisions.
4. In conjunction with the General Manager, directly oversees legislative and governmental affairs, as well as local entity external affairs; ensures that the Water District complies with changing regulatory requirements.
5. Works directly with the General Manager and assigned staff to develop the District's long-range water supply strategy/plan; Works with the District Engineer and other assigned staff as needed, creates and maintains District database related to water supply, demand, forecasting, climate, costs, rates, District regulatory reporting requirements, and local water retailer regulatory reporting requirements; Maintains such data at least annually; develops “dash board” for easy access and reporting.
6. Represents the Water District at meetings and hearings of the Board of Directors, District committees, and other groups or agencies; and participates in public hearings in order to present the District's position, provide information and clarification, and receive input from interested parties.

7. Attends management staff meetings to guide staff on projects, programs, and initiatives; confers with Water District staff regarding the implementation of capital improvement plans or other planned projects, and in reviewing the status progress of projects.
8. Analyzes departmental and divisional work programs; conducts studies of systems and procedures; evaluates divisional and departmental policies and rules and formulates improvements; develops and adapts work methods to meet changing needs and to simplify procedures.
9. When assigned, negotiates with individuals, corporations and other government agencies regarding permits, environmental impact reports, and inter-agency agreements.
10. Assists in review of bid packets, scope of work agreements and requests for proposals; executes agreements and contracts.
11. Assists in the procurement of funding from Federal or State funding sources through development of reports and presentations before boards or commissions, and/or elected officials and their staff.
12. Performs related duties as assigned.

## **QUALIFICATIONS**

**Thorough knowledge of:** Modern principles, practices, and methods of public administration and general management; principles and practices of management relating to water supply and distribution; principles and practices of supervision and performance management; principles and practices of budget and fiscal management; principles of organization and management applicable to local government; principles and methods of effective communication, facilitation, and teambuilding; contract administration and negotiation; laws, rules, ordinances and legislative processes controlling special agency functions, programs, and operations; and principles, practices, and methods of project management.

**Considerable knowledge of:** Utility operations, maintenance, and customer service; County government; Federal, State, and local agencies which work with the District; environmental regulations; citizen and public interest groups dealing with water matters; design, location, construction, and maintenance of public works, water resources, enhancement, and other public projects; computer systems, software applications, and modern business equipment to perform a variety of work tasks.

**Ability to:** Make good decisions; exercise independent judgment; analyze administrative problems and a variety of programs, systems, and procedures; develop goals, objectives, and performance measures consistent with District mission, vision, and strategic plans; plan, organize, coordinate, supervise, guide, motivate, and evaluate professional and technical employees;

communicate with others at all levels; deal tactfully, convincingly, and effectively with department personnel, government officials, representatives of interest groups, and the general public; communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax; demonstrate understanding of, sensitivity to, and respect for the diverse socio-economic, racial, ethnic, religious, and cultural backgrounds, diverse abilities, gender, gender identity and expression, and sexual orientation of District staff and communities served.

**Experience and Training Guidelines** – *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Experience**

Five years of increasingly responsible experience in water resources utility management, including three years of progressive administrative and supervisory responsibility, which included responsibility for the development and implementation of complex public works/utility projects, programs, goals, policies, and strategies.

### **Training**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, water resources administration, water resources planning, environmental studies, geography, economics, engineering, physical and biological sciences, or a related field. A Master's degree in a related field is a plus.

**Licenses/Certifications:** Possession of a valid certification of registration as a Professional Engineer issued by the State Board of Professional Engineers, Land Surveyors, and Geologists is desirable, but not necessary depending on other qualifications.

Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

## **WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.*

### **Environmental Conditions:**

Office environment with some travel to attend meetings; work closely with others and work alone; irregular work hours; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, or walking for prolonged periods of time; operating computer keyboard and calculator; use of both hands and fingers; repetitive motion using computer devices; speaking and hearing to exchange information; operation of motorized vehicles.

**Vision:**

See in the normal visual range with or without correction; vision sufficient to read small print, computer screens and other printed documents; specific vision abilities required by this job include close vision and depth perception.

**Hearing:**

Hear in the normal audio range with or without correction.