

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: DEPUTY GENERAL MANAGER

DATE: 08/09/2005

JOB CODE: 11701

FLSA STATUS: EXEMPT

UNIT REPRESENTATION: MANAGEMENT

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.

DUTIES SUMMARY

Under administrative direction, assists the General Manager, division directors, and other members of management in the administration of water and water reclamation services of the Department; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Class of Deputy General Manager is a management level position within the Department. The Deputy General Manager is an at-will position that reports to the General Manager. The Deputy General Manager may supervise employees and may be assigned by the General Manager to direct the activities of employees through supervisors in the Administration and Finance Division as well as the Water and Water Reclamation Divisions, and may act as General Manager in his/her absence as so designated by the General Manager.

EXAMPLES OF DUTIES

The following duties are typical essential duties 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:

- Provides courteous and expeditious customer service to the general public and City Department staff;
- Assists in the development and implementation of goals, objectives, policies and procedures;
- Assists in planning, organizing, directing, and administering water and water reclamation as directed by the General Manager;
- Represents the Department in negotiations with outside agencies and other City departments regarding water and water reclamation needs;
- Oversees the regulatory and environmental compliance within the Department;
- Analyzes and provides management information necessary for setting goals and implementing water and water reclamation programs and capital improvements;

- Prepares periodic reports as requested;
- Coordinates the development and modification of systems and procedures within the Department;
- Administers grant programs from state and federal agencies;
- Coordinates the follow-up activities of the Joint Powers Agreements with other agencies and monitors compliance with terms of the agreements;
- Directs and participates in the preparation of contracts, resolutions, and legal documents;
- May serve as designated representative of the Board of Water Commissioners in matters relating to employer-employee relations including annual meet-and confer negotiations regarding wages, hours, fringe benefits, and other terms and conditions of employment;
- Administers and assures adherence to the Board's statement of policies regarding employer-employee relations;
- May serve in the capacity of Deputy City Clerk, Ex-Officio Secretary to the Board of Water Commissioners;
- Attends meetings of the Board and Water Commissioners;
- Routinely adheres to and maintains a positive attitude towards City and department goals;

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Federal, state, and municipal laws regulating the operation and administration of public water and water reclamation systems;
- The California Environmental Quality Act;
- The Clean Water Act and Safe Drinking Water Act;
- Public relations techniques;
- Contract administration, risk and management;
- Real property transactions;
- Development and land use principles;
- Regulatory reporting requirements;
- Preparation and administration of grant applications and awards;
- Principles of supervision;
- Interpret and analyze financial, technical, and legal information and make independent judgments and sound recommendations;

- Assist in the planning, organizing, administering coordinating and directing the activities of several major departments and sections, and to motivate employees;
- Exercise judgment and discretion in applying and interpreting departmental policies and practices;
- Exercise a high degree of managerial and administrative skills;
- Exercise tact and deal effectively with other officials, employees, and the general public;
- Operate a vehicle observing legal and defensive driving practices;

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university with major emphasis in political science, business or public administration or a closely related field,

And

Experience: Four (4) years of increasingly responsible experience at an administrative or managerial level.

NECESSARY SPECIAL REQUIREMENTS

An employee within this classification may be designated as a "key responder" and as such shall be required to respond to non-normal working hour emergency operational conditions.

Possession of a valid Class "C" California Motor Vehicle Operator's License. For out of state applicants, a valid Driver's License is required and a valid Class "C" California Motor Vehicle Operator's License must be obtained within ten (10) days of appointment (CA Vehicle Code 12405c).

Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Deputy General Manager

To: General Manager

Job Description:

BOWC Approved:

8/9/2005