



Hi-Desert Water District Classification Specification

Job Title: Assistant General Manager - Administration
Job Grade: 21
FLSA Status: Exempt
Date: February 2020

JOB SUMMARY

The Assistant General Manager - Administration (“AGM-Admin”) is responsible for overall leadership and management of the District’s administrative and finance department. The AGM-Admin directs and supervises all District’s financial operations, including purchasing, payroll, accounting, financial reporting, grant and contract reporting and compliance, assessment district administration, debt management, revenue monitoring, budget development, capital project financial monitoring, internal controls, utility billing operations, customer service, public outreach, information technology, and Human Resources/Risk Management. AGM-Admin participates in the engineering, operational, and legislative affairs of the District. The AGM-Admin reports to the General Manager and acts on behalf of the General Manager in that person’s absence.

DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Functions as a member of the District’s management team and works closely with the General Manager, AGM-Operations, and Department Managers on activities related to strategic planning and the development of District vision, mission, and values.
2. Plans, organizes, directs, and evaluates the activities of the divisions comprising the administrative and finance department; ensures that the department’s programs are implemented in a manner consistent with the District’s goals and policies; determines major departmental policies, performs short-and-long range planning activities, and sets direction, goals, objectives, and priorities for the department.
3. Directs and manages the District’s financial operations within limits prescribed by law and in accordance with guidelines established by generally accepted accounting principles and practices.
4. Directs the District’s financial planning functions including revenue projections and is responsible for facilitating long range financial planning, debt financing, and water and sewer rate and fee analysis.
5. Directs the District’s budget planning and reporting function.
6. Evaluates, plans, organizes, and directs the District’s financial, accounting, external audit and investment activities
7. Directs and oversees the effective billing and collection of the District’s accounts receivable and utility charges for water and sewer. Ensures resolution of customer complaints; communicates with customers in a courteous and professional manner.

8. Provides financial information to facilitate decision making; compiles and analyzes data for creating and delivering reports and presentations; oversees the compilation and analysis of data; prepares materials for and makes presentations to Board members, and committee members, as necessary.
9. Advises the General Manager, AGM-Operations, and Department directors regarding the budget preparation process, consequences of financial alternatives, and the presentation and recommendation of budget and fiscal options.
10. Develops and administers departmental budgets, including forecast of funds for staffing, projects, equipment, materials and supplies, and monitoring of expenses; makes recommendations concerning priorities, allocation of funds, materials and personnel for departmental activities.
11. Monitors Federal, State and other local legislation to determine impacts on financial policies and practices; prepares, coordinates, and implements responses and recommendations. Represents the District by attending and participating in meetings with State, Federal, and local agencies; responds to public inquiries regarding the District. Reviews legislation; provides advice and consultation regarding such legislation to the District and Board.
12. Provides managerial assistance and supervision to subordinates in planning and implementing programs; selects, trains, motivates, coaches and evaluates staff; establishes and monitors employee performance objectives; reviews employee performance evaluations completed by the department management team; provides or coordinates staff training, as necessary.
13. Meets regularly with staff to discuss and resolve priorities, workload, and technical issues.
14. Facilitates problem solving in the department and encourages a high degree of communication and feedback between employees and supervisors; leads by example by maintaining high standards of behavior and performance.
15. Provides for procedures and information systems that provide adequate internal accounting and financial controls, and maintain proper records, budget projections, and forecasts.
16. Oversees procurement and implementation of hardware and software for information systems.
17. Prepares RFP's and specifications for banking, auditing, legal, and other related services.
18. Interfaces with District customers, state and local government agencies, financial institutions, consultants and vendors.
19. Oversees and manages all District grant writing and grant acquisition activity
20. Provides operational input on interdepartmental projects.

JOB SPECIFICATIONS

Knowledge

The position of AGM-Admin requires knowledge of the following:

- Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy and program development
- Laws, rules, ordinances, and legislative processes controlling District functions, programs, and operations

- Generally Accepted Accounting Principles (GAAP), Government Accounting Principles, and the Government Accounting Standard Board's requirements
- Local, State and Federal financial and business regulations and requirements
- Organization, operations, and problems of special districts
- Cost estimating and contract administration
- Information, billing, and accounting systems
- Principles of supervision, training, and organizational management
- Public personnel administration and employer-employee relations
- Risk management and insurance
- Computer operations as related to internal controls, financial and billing systems
- Principles and practices of grant writing and grant acquisition

Skills and Abilities

The position of AGM-Admin requires the skills and abilities to:

- Exercises leadership, authority, and supervision tactfully and effectively.
- Evaluates and makes recommendations on improvements to existing District operations, programs, and services.
- Provides advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, and policies.
- Plans, organizes, coordinates, and directs the work of staff to achieve efficient operations and meet program goals.
- Provides leadership and guidance to District employees
- Prepares and administers a District budgeting and fiscal control process.
- Prepares concise and comprehensive reports.
- Creates and delivers sophisticated public presentations.
- Organizes, analyzes, and evaluates complex data and financial reports
- Translates organizational goals into effective financial and administrative programs
- Plans, organizes, coordinates, and directs the financial and budgeting functions of the District
- Provides leadership and guidance to District employees
- Interprets and implements State and Federal laws and regulations.
- Maintains and operates financial and accounting systems and procedures.
- Expert level Microsoft Excel hands-on operation.
- Advanced knowledge of Microsoft Word, PowerPoint, and Outlook.

Other Requirements

Possession of a valid Class C drivers' license issued by the California Department of Motor Vehicles with an acceptable driving record. Satisfactory pre-employment background check.

Physical Requirements

The position of AGM-Admin requires the following physical activities:

- Travels by airplane and automobile in conducting District business, as needed.

- Works at a desk for an extended period of time.
- Works in an office environment, lifts and moves objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses telephone for communication.
- Uses office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Minimum Qualifications

- Bachelor's degree in finance, accounting, public administration, or a related field.
- Ten (10) years of progressively responsible management experience.
- Must be bondable.
- Master's degree in business or public administration or Certified Public Accountant (CPA) or Certified Government Finance Officer (CGFO) designation is preferred.
- Knowledge of pertinent Federal, State, and local laws, codes, and regulations.