

**METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA
CLASSIFICATION DESCRIPTION**

Classification Title:	<u>ASSISTANT GROUP MANAGER</u>		
Bargaining Unit:	<u>01-UNREP</u>		
Class Code: Z02	Grade: 85	EEOC Category: <u>1</u>	Overtime Exempt: Y
Physical Class:	<u>2 - Light</u>	_____	
Group:	<u>Various</u>	_____	
Reports to:	<u>Group Manager</u>	_____	

JOB SUMMARY

Under general direction of a Group Manager, assists in planning, organizing, coordinating, and managing daily intragroup, intergroup, and project management support activities; identifying, analyzing, proposing, and implementing solutions to services and operational problems and staff and budgetary issues; and, acting in the absence of the Group Manager. Assistant Group Managers may lead many of the activities listed in the Job Summary. Assistant Group Managers may assist or support Executive Management-led initiatives or programs.

DISTINGUISHING CHARACTERISTICS

The incumbent in this position acts with a high level of independence and requires a high degree of leadership and judgment, strong analytical and administrative skills, as well as diplomacy in managing assignments and projects. The incumbent will directly and indirectly supervise management, professional, technical and support staff in accomplishing the goals and objectives of the group.

While specific knowledge and/or certification related to the assigned functional areas may be required, the emphasis of responsibility is on the overall administration skill of the incumbent.

ESSENTIAL FUNCTIONS -*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Performs a variety of staff assignments in solving complex problems requiring the use of independent judgment.
2. Conducts organizational, administrative, fiscal, and other studies, and collects information to identify operational and administrative problems and issues of the group to which assigned. May also conduct similar analyses for district-wide operational and administrative problems or issues.
3. Participates in developing, implementing, and enforcing policies, practices and procedures.
4. Assures efficient, effective, and responsive delivery of services.

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5. Participates in the resolution of intergroup problems and issues.
6. Researches and makes recommendations or reports to the Group Manager, or Executive Management.
7. Manages and/or directs group projects and/or assignments.
8. Supervise section managers and staff as assigned.
9. Represents the Group Manager or Executive Management with other Metropolitan Group Managers and staff, public and private agencies, and the general public. May also present on behalf of Executive Management and Metropolitan and respond to questions from media, in consultation with External Affairs.
10. Directs the preparation of the annual budget for a group of assigned functional sections.
11. Directs the preparation of a wide-variety of periodic and special technical reports as required by the General Manager.
12. Performs other administrative functions as assigned.

MINIMUM QUALIFICATIONS

Each Assistant Group Manager position will have specialized requirements for knowledge in the functional areas within the group assigned to manage.

Education and Experience

- A bachelor's degree from an accredited college or university in business administration, engineering, public administration, or related field, or a field specially related to the work group assigned and fourteen years of increasingly responsible public sector, water industry, public utility or related experience, including six years management and supervision of professional and technical staff in a field related to the assignment;
- OR**
- A masters degree from an accredited college or university in a business administration, engineering, public administration, or related field, or a field specifically related to the work group assigned and twelve years of increasingly responsible public sector, water industry, public utility or related experience, including six years management and supervision of professional and technical staff in a field related to the assignment.

CERTIFICATES, LICENSES, AND REGISTRATIONS

- Must possess a valid California Class C driver's license.
- Specified positions may require professional registration or certification related to the work assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- General administrative principles, practices and methods, including goal setting, objectives and procedures development and implementation, program and budget development and implementation.
- Principles and practices related to the functional sections of the group to which assigned.
- General laws and regulatory guidelines impacting group activities.
- Principles and practices of public sector budget development and administration.
- Principles and practices of effective leadership and staff supervision, including dynamics of line-staff relationships, techniques of effective interpersonal communications and relations, effective problem solving and decision making techniques, planning and assigning work, and performance evaluation.

Skill and ability to:

- Plan, organize, review, and evaluate complex interrelated services.
- Research, analyze, and resolve complex technical and administrative problems.
- Develop, implement, and enforce goals, objectives, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with a variety of representatives of public and private organizations, members of boards and commissions, local, state and federal legislative representatives, Metropolitan staff and the general public.
- Effectively negotiate with others.
- Maintain and exhibit discretion and integrity when handling sensitive information.
- Prepare and present clear and concise written and oral reports and related materials.
- Represent Metropolitan effectively when meeting with others in the performance of required duties.
- Exercise sound independent judgment within established guidelines
- Provide effective leadership to staff.
- Use effective communication techniques in accomplishing the goals of the group.
- Read, understand and accurately interpret relevant rules, regulations, policy and guidelines applicable to functional areas of responsibility.
- Resolves conflicts

PERFORMANCE CATEGORIES

Performance expectations would typically be tailored to the job and incumbent. The general categories for this job could include but are not limited to:

- Workplace Health and Safety performance.
- Compliance with primary water delivery standards.
- Maintenance of facilities.
- Budget.
- Cost containment.
- Organizational effectiveness and efficiency.
- Emergency response.
- Compliance with applicable State and Federal regulatory agencies.
- Customer satisfaction.
- Mutually beneficial working relationships with external regulatory and government agencies.
- Employee development and maintenance of highly technical workforce skills.
- Quality Assurance.
- Research development and anticipation of emerging issues.
- Selection and retention of workforce to meet Metropolitan diversity objectives.
- Legislative/regulatory impact.

SUPERVISORY RESPONSIBILITY/ ACCOUNTABILITY

Supervisory scope:

- Large and diverse work group.