

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

Classification Title:	<u>ASSISTANT GENERAL MANAGER/ CHIEF ADMINISTRATIVE OFFICER</u>		
Bargaining Unit:	<u>01-Unrepresented</u>		
Class Code: <u>024</u>	Grade: <u>93</u>	EEOC Category: <u>1</u>	Overtime Exempt: <u>Y</u>
Group:	<u>Executive Offices</u>		
Reports to:	<u>General Manager</u>		

JOB SUMMARY

Function in a top-level staff capacity, reporting directly to the General Manager. Responsible for General Manager and District staff liaison with members of the Board of Directors, water organizations, community groups, and other agencies to ensure that Metropolitan's interests and needs are effectively communicated. Act as project manager on special tasks and assignments; perform high-level administrative functions relating to various water-related issues and activities affecting Metropolitan. Research and develop strategic and business plans for the General Manager. Ensure that all activities in area of responsibility are in compliance with applicable laws, regulations, policies, and procedures, and that Metropolitan's mission, goals, and objectives are met.

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

1. Serves as the General Manager's primary liaison to Metropolitan's Board of Directors.
2. Supervises the Executive Secretary and staff. Provide managerial oversight and coordination of the activities of this office with those of the General Manager's executive staff and senior management.
3. Coordinates the agenda of the Board's Executive Committee with the Board Chairman. Coordinate the implementation of Executive Committee directives with other high-level staff.
4. Represents the General Manager at board meetings, conferences, seminars, meetings, and other events to ensure that Metropolitan's interests and needs are appropriately represented.
5. Ensures development and make presentations of administrative reports, documents, Board letters, and other correspondence to ensure that Metropolitan regulations, policies, and procedures are adhered to.
6. Acts as project manager on major contracts, special tasks; coordinate assignments through group managers and other staff as required to ensure that project deadlines are met.

7. Conducts research and special studies for the General Manager to ensure that Metropolitan's short and long-term interests and needs are met.
8. Participates in the formulation and implementation of Metropolitan's Administrative Code and policies and procedures to ensure that Metropolitan's organizational activities are appropriately managed.
9. Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree from an accredited college or university, majoring in public administration, business administration, finance, economics, or a related field and 8 years of progressively responsible and broad administrative experience;
- OR**
- Master's degree from an accredited college or university, majoring in public administration, business administration, finance, economics, or a related field and 6 years of progressively responsible and broad administrative experience.

CERTIFICATES, LICENSES, AND REGISTRATIONS

None

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles of business management
- Project management
- Policies, practices, and procedures related to public organizations
- Southern California water issues
- Public Policy Development

Skill and ability to:

- Effectively articulate and implement organizational goals and objectives
- Prepare detailed project plans and reports
- Develop and implement strategies, programs, policies, and procedures relating to area of responsibility
- Communicate effectively orally and in writing
- Conduct complex studies and research projects
- Prepare and deliver clear, concise, and well-organized presentations to management, external and member agencies, the Board of Directors, high level policy officials, and the general public

Job Title: Assistant General Manager/Chief Administrative Officer

Job Code: 024

Adopted: 03/14/2006

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Supersedes: 10/10/2006

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**Metropolitan Water District of Southern California
Assistant General Manager/Chief Administrative Officer**

- Effectively interface with high-level public officials, public agency representatives, private sector businesses, and legislative representatives
- Effectively communicate Metropolitan's interests before external government and regulatory agencies and the general public
- Effectively negotiate with top level executives and public officials issues affecting public agencies and utilities

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:

- Project management
- Customer satisfaction
- Internal and cross-functional teamwork
- Mutually beneficial working relationships with external regulatory and government agencies, public and private organizations, and the general public
- Public policy

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY

Supervisory scope

- Small work group of up to 6 employees