



JOB DESCRIPTION

JOB TITLE:	Assistant General Manager		
DEPARTMENT:	Varies		
REPORTS TO:	General Manager		
PREPARED DATE:	April 2006	FLSA STATUS:	Exempt
REVISION DATE:	November 19, 2015	APPROVED DATE:	May 18, 2006

SUMMARY

Under direction of the General Manager, this position has a wide range of executive responsibilities in addition to serving as a department head for one of the Authority's 5 departments. This position also serves as General Manager of the Authority, when delegated and represents the Authority at national, state, and local meetings/conferences. These duties are in addition to current managerial responsibilities within his/her respective department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Other duties may be assigned.)

Agency Oversight – Serves as General Manager and Chief Administrative Officer in the absence of the General Manager/CAO. Assists with public relation duties and provides oversight of all departments Provides administrative representation to the Authority and its Board of Directors; participates in and oversees development of public education and outreach efforts and participates in various public forums and organizations as a representative of the Authority; and prepares documentation for Board consideration.

Project Management - Develops and oversees implementation of new programs; supervises contracted and in-house project managers for assigned projects; responds to public on issues related to public services, capital improvement, landfill and transfer station development and environmental compliance projects; coordinates external consultants and contractors related to assigned programs and projects.

Budget and Finance - Develops program budgets in consultation with management team.

General Responsibilities – Prepares and reviews proposals and enforces Authority Code provisions related to programs with administration, finance, diversion, engineering and field operations functions; evaluates the performance and outcomes of all supervised staff; develops and recommends policies and policy revisions to the General Manager; communicates directly with elected officials on matters of importance to the Authority; consults regularly with General Manager on personnel issues and participates in disciplinary actions, as needed; and acts as Authority spokesperson for all areas of public engagement and education .

SUPERVISORY RESPONSIBILITIES

Directly supervises management staff in the absence of the General Manager. May be assigned to directly oversee specific departments and/or Managers at the direction of the General Manager. Carries out supervisory responsibilities in accordance with the Authority's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Accountability/ Planning/Organizing

Holds self and others accountable for required work output and standards. Ensures that effective controls and contingency plans are in place. Projects/tasks within area of own accountability are completed on time and within budget. Structures his/her department/team in an organized, efficient manner. Co-ordinates team activities to make the best use of individual skills and specialties. Accurately identifies the

resources and time scales needed to meet objectives. Puts plans into action effectively. Has contingency plans in place to counter unforeseen developments.

Communication (Oral/Written)

Expresses views in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly and honestly, and promotes an open exchange of ideas. Is an effective listener – listens openly without interrupting. Keeps people well informed in respect of key organizational and departmental issues, in a timely manner. Delivers information effectively in a variety of written formats including reports, letters, memos, emails, etc.

Employee Development/Empowerment

Provides challenging assignments so employees can learn through practical experience and making mistakes. Actively assists employees in the identification of their learning and development needs and strategies, for current and future positions. Recognizes and builds upon employees' strengths and abilities. Has a formal, written development plan in place for each direct report. Provides relevant learning opportunities for employees to become highly competent. Organizes and structures work for employees in a way that encourages ownership. Encourages and promotes decision making authority and accountability at all levels. Provides the time, resources and opportunities for employees to undergo identified learning activities. Enables employees to take calculated risks and learn from their mistakes in a non-critical environment.

Financial Management

Demonstrates a broad understanding of financial management principles. Understands the key financial indicators affecting the organization. Accurately estimates project plans and budgets, using cost-benefit thinking. Manages and controls budgets effectively; monitors expenditures rigorously. Identifies cost-effective approaches to business operations without sacrificing quality.

Leadership Skills/Strategic Thinking/Visioning

Establishes unit vision and direction and motivates/inspires team members to follow suit. Believes in self and has a sense of purpose. Has good problem-solving and decision-making skills. Has good communication skills (oral and written). Leads by example, and with confidence and authority; takes charge of difficult situations. Has the courage of his/her convictions, and is not afraid to make difficult or unpopular decisions if necessary. Fosters good morale within the team. Treats others with respect and dignity, and establishes good interpersonal relationships. Makes others feel appreciated, valued and included, and so gains their respect. Demands excellence and recognizes and rewards excellent performance. Constructively criticizes when required, so underperformers are re-motivated to do better. Not afraid to take calculated risks and learn from mistakes. Embraces and initiates change. Is fair and forthright. Identifies and keeps up to date on key national and international political, economical, social and technological trends that (may) affect the organization. Identifies and acts upon competitive threats and opportunities. Takes a long-term view of organizational issues and priorities. Formulates effective strategies consistent with the vision and mission of the organization. Involves, inspires and energizes others to commit to the vision and translating it into action. Uses the organization's strategies effectively to set realistic yet stretching goals. Develops and refines the vision and strategies to reflect constant and accelerating change. Continually seeks ways to expand and grow the business, and encourages employees to do the same.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS

A Bachelor's Degree from an accredited college or university is preferable, but not required. Must have eight (8) years varied experience in public administration, finance, engineering, environmental health, business management, preferably in a resource recovery, landfill and/or transfer station environment, including at least five (5) years in a managerial position. The ability to demonstrate a history of involvement in planning, design and management of public works programs and projects. A Master's degree is equivalent to five (5) years of experience.

EXPERIENCE AND KNOWLEDGE BASE

- Basic understanding of civil engineering principles and practices, including the plan reading, project development, design, maintenance, construction, and operation of public works facilities;
- Technical, legal financial and public relations problems related to Authority programs and projects;
- Understands basic human resources duties and public administration functions and duties for a public agency.
- Understands basic methods of preparing and administering designs, plans, specifications, estimates, and recommendations for public works programs, projects and facilities;
- Applicable County, State and Federal laws, codes and ordinances related to the operation, design, construction and operation of public programs and facilities;
- Understands basic methods, materials, tools, and equipment used in the repair and maintenance of landfill and transfer stations, or similar system or facilities, public works projects;
- Principles and practices of public administration, including administrative analysis, fiscal planning and control and policy and program development.
- Understands budget development, governmental accounting methods, governmental audit processes, expenditure control, financial administration and financial record keeping;
- Demonstrates experience in sound customer service practices and procedures;
- Principles of employee development and training; supervision, and performance evaluations.
- Working knowledge of Microsoft Office Suite.

CERTIFICATES, LICENSES, REGISTRATIONS

- A valid California driver's license is required.
- Manager of Landfill Operations (MOLO) Certification or attainment within one year
- Manager of Transfer Stations Certification and/or
- Manager of Recycling System Certification or attainment within two years

OTHER QUALIFICATIONS

Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment - The work environment a typical office setting; however field visits are required on a periodic basis, which may involve outdoor weather conditions, fumes, airborne particles, loud noise levels, and unpleasant odors. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

Employee

Date