

# BYRON-BETHANY IRRIGATION DISTRICT ASSISTANT GENERAL MANAGER

## JOB DESCRIPTION

Reports to the General Manager

Status – EXEMPT

Other – Indirectly Supervises Staff of 14

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### Definition/Summary

The Assistant General Manager assists the General Manager in planning, organizing, and supervising the operations and functions of the District and implementing the Board of Directors (Board) policies and programs. The Assistant General Manager assists with developing and reviewing the annual budget and acts on the General Manager's behalf in his/her absence.

### Essential Duties

- Maintain continuous awareness of administrative practices and recommend changes that increase the District's operations efficiency and economy.
- Assist development of proposed ordinances, regulations, programs, and policies and advise Board regarding same prior to adoption.
- Regularly attend and adhere to the prescribed work schedule for conducting Assistant General Manager responsibilities and District business.
- Establish and maintain cooperative working relationships with fellow staff, the Board, District customers, outside agencies, and the public.
- Prepare the annual budget and present it to the Finance Committee and Board for review and consideration.
- Contribute to the Capital Improvement Plan and its execution.
- Represent the District by attending and participating in meetings with State, Federal, and local agencies. Participation may include presentations.
- Respond to public inquiries regarding the District.

### Other Duties

- Evaluate the District's policies, procedures, programs, and operations with the General Manager and, when needed, recommend improvements to same.
- Review requests for expenditures and facilitate payment of same.
- Draft and present concise and comprehensive reports to the Board.

- Review state and federal legislation and advise the District customers and Board, as needed, regarding such legislation.
- Assist with personnel-related matters, including training, employee grievances, classification, pay, collective bargaining agreements, and other employer-employee relations.

### Job Standards/Qualifications

#### 1. Knowledge

The ideal candidate for the position of Assistant General Manager will have a strong knowledge of the following:

- Public agency administration, including administrative analysis, fiscal planning and control, and policy and program development.
- Laws, rules, ordinances, and regulations effecting the District's function, programs, and/or operation, as well as special districts generally.
- Public contract administration.
- Public employment administration.

#### 2. Skills

The ideal candidate for the position of Assistant General Manager will have the following skills:

- Strong verbal and written communication.
- Budgeting and fiscal control process administration.
- Data collection, organization, and analysis.
- Tactful and effective staff management, supervision, and leadership.

#### 3. Physical Activities

The ideal candidate for the Assistant General Manager position will be able to frequently perform the following physical activities:

- Frequent automobile and/or air travel.
- Extended periods of sitting, both at a desk, for performing computer work, and not when participating in meetings.
- Withstand sun exposure; 10% or less work time spent outside of a building and exposed to the sun.
- Lifting and moving objects weighing up to 15 pounds, such as large binders, books, and small office equipment.
- Manually operating and adjusting office equipment.
- Regularly using a telephone and other office equipment such as computers, copiers, and FAX machines

#### 4. Irregular/Extended Work Hours

Given the unique operations of the District, the Assistant General Manager may be exposed to irregular or extended work hours (e.g., evenings, weekends and/or overtime), and the ideal candidate for the position will be able to work under such irregular and/or extended hours from time to time.

#### 5. Experience/Education

The District does not require that the candidate for the Assistant General Manager position have any certain education level (other than a high school diploma) **provided that** he/she has work experience complimentary to the role and the expected knowledge and skills. Therefore, the ideal candidate for the Assistant General Manager will have either of the following backgrounds:

- Five years of work experience in a public agency where the role(s) required responsibility for implementing programs and developing and administering budgets, with at least two years in a management or supervisory capacity.
- Education: Bachelor's degree from an accredited college or university with major coursework in business administration, communications, or a related field.

#### 6. California Class C Driver License Requirement

The Assistant General Manager must possess a valid California Class C Driver License at the time of his/her appointment to the position, and his/her driving record must be free of moving violations and accidents for at least the last two (2) consecutive years. Failure to obtain or maintain the California Class C Driver License may be cause for disciplinary action. The District will require proof of the valid California Class C Driver License and driving record. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

#### Salary Range

The salary range for this position is \$180,000 – \$255,000, plus full benefits.

- Please mail/fax/e-mail completed application, resume and salary history to:

Byron-Bethany Irrigation District  
Attention: Assistant General Manager Position  
7995 Bruns Rd.  
Byron, CA 94514

Fax: 209-835-2869  
Email: [admin@bbid.org](mailto:admin@bbid.org)  
Website: [www.bbid.org](http://www.bbid.org)

- Apply immediately. The deadline for applications is June 13<sup>th</sup>, 2022.