

# NORTH UNIT IRRIGATION DISTRICT

## JOB DESCRIPTION

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### **ASSISTANT GENERAL MANAGER**

#### **Definition**

Under the supervision and direction of the District General Manager, the Assistant General Manager assists the General Manager in planning, organizing, and supervising the district's operations and functions; assists with implementing Board policies and programs; assists with budget development and review; and acts on behalf of the General Manager in that person's absence.

#### **Examples of Duties**

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of the classification's duties and responsibilities.

- Assists the General Manager, as directed, with all aspects of the District's policies, procedures, programs, and operations.
- Assists with the preparation of the annual budget, reviews requests for expenditures.
- Represents the District by attending and participating in meetings with State, Federal, and local agencies; responds to public inquiries regarding the District.
- Maintains continuous awareness of administrative practices and recommends changes that increase the efficiency and economy of the District operations.
- Assists with collective bargaining negotiations on behalf of the District.
- Contributes to long-term capital improvement plans.
- Attends meetings with Boards and Commissions.
- Reviews legislation; provides advice and consultation regarding such legislation to the District and Board.
- Conducts a variety of studies and surveys to determine the effectiveness of District programs.
- Assists with the administration of personnel-related matters, including employment procedures, grievances, classification and pay, and employer-employee relations.
- Supervise water storage, deliveries, and regulations to meet the water supply needs of District water users.
- Supervise the District's maintenance operations, which are required for the efficient performance of equipment, vehicles, water storage, and conveyance infrastructure.
- Liaison with Operations Manager, Office Manager, Water Operations Specialist and Watermaster positions.
- Support the General Manager as directed in their absence or in other specific assignments by the General Manager.
- Supervise the administration and maintenance of the District's Geographical Information System (GIS).
- Investigate and resolve water storage, delivery, and maintenance issues.
- Report to the General Manager on District operations and maintenance activities and on other specific assignments.
- Performs related and other duties as assigned.

#### **Typical Physical Activities**

- Travel frequently conducting District business.
- Communicates orally and in writing with District Board members, co-workers, water users, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone and radio for communication.
- Uses office equipment such as computer terminals, laptops, tablets, mobile phones, copiers, and scanners.
- Sits for extended time periods.
- Hearing and vision within normal ranges.

#### **Employment Standards**

##### **Knowledge of**

- Principles and practices of public administration, including administrative analysis, fiscal planning, and control, as well as policy and program development.
- Laws, rules, ordinances, and legislative processes impacting or controlling District functions, programs, and operations.
- Organization, operations, and problems of special districts.
- Research and evaluation methods.
- Budgeting principles, practices, audits, and financial reporting.
- Familiar with Word, Outlook, Excel, QuickBooks, and similar computer software programs.

- Cost estimating and contract administration.
- Public personnel administration and employer-employee relations.
- Principles and practices of personnel administration.

**Ability to**

- Plan, organize, coordinate, and direct staff work to achieve efficient operations and meet program goals.
- Prepare and administer a District budgeting and fiscal control process.
- Collect, organize, and analyze data on a variety of topics.
- Prepare concise and comprehensive reports.
- Communicate well during public presentations.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Evaluate and make recommendations on improvements to existing District operations, programs, and services.
- Provide advice and consultation to the Board of Directors on developing ordinances, regulations, programs, and policies.
- Establish and maintain cooperative relationships with co-workers, the Board, outside agencies, water users, and the public.

**Environmental Factors**

- Exposure to the outside weather: 25% to 100% of work time spent outside a building and exposed to weather conditions.
- Work above floor level: Infrequent use of ladders or other work surfaces from 1 to 12 feet above ground.
- Temperature: Exposure to sub-zero to 100-degree temperatures.
- Humidity: Seldom work in areas with unusually high humidity.
- Wetness: Less than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasional vicinity of constant/intermittent/loud noises/sounds.
- Slippery surfaces: Frequent exposure to unusually wet and/or slippery surfaces.
- Dust: Frequent exposure to work areas with small to large amounts of dust present.
- Confined/Restricted Spaces: Infrequent entry into confined/restricted work environments.

**Desirable Qualifications**

- Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.
- Education: A Bachelor's degree from an accredited college or university with major coursework in Agriculture, Business Administration, or Construction Management is desired.
- Experience: Five years experience, with two years in a management or supervisory capacity, in a public agency requiring the responsibility for the implementation of programs and development and administration of budgets.

**License/Certificate/Registration/Requirement**

- Possession of a valid Oregon Class C Driver License is required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action.
- Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years. The driving record may not contribute to an increase in the District's automobile rates.

**Other Requirements**

The Assistant General Manager position may require living in housing provided by the District. The position will also require extended and "on-call" hours during the irrigation season.

***The Assistant General Manager classification is considered a "Safety Sensitive" position.***

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job and meet the needs of the District. ***This job description is subject to change and does not guarantee employment for any specific time or duration. Additional duties and tasks may be assigned, as necessary.***