

# BEAR VALLEY CSD

## JOB DESCRIPTION

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**JOB TITLE:** ASSISTANT TO THE GENERAL MANAGER  
**DEPARTMENT:** ADMINISTRATION  
**REPORTS TO:** GENERAL MANAGER

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### **JOB SUMMARY:**

Under general direction, assists the General Manager in the overall operation of the District by providing highly responsible administrative staff assistance on a variety of complex and confidential matters in an advanced capacity. The position also serves as Secretary of the Board of Directors. The position requires routine interaction with the Board of Directors, upper management staff, other elected officials, management staff from other agencies, and the public.

### **DISTINGUISHING CHARACTERISTICS:**

This class can be distinguished from other administrative support classes by the increased level and scope of responsibility. Incumbents in this class provide technical and functional assistance directly to the Board of Directors and the General Manager in an advanced capacity.

### **SUPERVISION RECEIVED/EXERCISED:**

All duties are performed under the supervision of the General Manager. Assistant to the General Manager may supervise other classifications including but not limited to Administrative Analyst, Administrative Assistant, Customer Service Specialist, Office Assistant, and Intern.

### **ESSENTIAL FUNCTIONS STATEMENTS:**

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledges, skills, and other characteristics. This list of duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed by this position.

### **ESSENTIAL FUNCTIONS:**

The following duties are typical for the various classifications. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address agency needs and changing business practices.

- Assist the General Manager or his/her designee in the operation of the District by providing complex professional administrative assistance
- Serve as Secretary of the Board of Directors; attest to official documents

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- Review, develop, administer and implement a variety of programs, initiatives and functions; recommend program and project revisions and enhancements
- Conduct organizational and operational studies, surveys, and research; prepare associated reports; serve as project manager for a variety of sensitive and confidential matters; lead special projects
- Serve as a Human Resource and Risk Management agent on a variety of complex and confidential issues, including personnel matters, investigations, interviews, payroll, and claims; liaison with State and Federal agencies and insurance providers
- Provide responsible professional and technical leadership in the development, administration and implementation of assigned programs and areas
- Assist with policy development, interpretation and implementation
- Serve as liaison between General Manager and General Counsel
- Primary Custodian of Public Records, including administration of District records retention and destruction program; principle respondent to requests for public records
- Coordinate and liaise with other governmental agencies, non-profits, business, public and professional societies and organizations
- Supervise professional staff and volunteers; manage workflows and staff resources effectively to ensure business priorities are achieved
- Participation in the budget development process in an advanced capacity; grant administration
- Conduct market research and surveys to determine program trends and effectiveness, develop outreach and marketing strategies
- Maintain General Manager's schedule, office files, travel arrangements, communications and correspondence; under direction of the General Manager, may perform similar functions for the Board of Directors
- Responsible for compliance with laws and regulations pertaining to public records, meeting notification, public notices, special district elections, campaign financing and conflict of interest codes; perform filing officer duties; coordinate election activities with the County
- Perform administrative staff support functions for the General Manager, Board of Directors, and committees by: scheduling and attending meetings; preparing agendas, minutes, resolutions and ordinances; making presentations; tracking and scheduling items for consideration; preparing backup materials; maintaining associated files and archives; composing correspondence; preparing meeting space; and arranging refreshments, supplies and materials
- Maintain a flexible work schedule that includes extended hours, nights, weekends and holidays
- Other duties as assigned

### **EDUCATION, EXPERIENCE & TRAINING:**

Any combination of education, training, and experience that would likely provide the required knowledge and abilities may be considered qualifying at the sole discretion of the Employer. A typical combination would be:

Bachelor's degree from an accredited college or university with major course work in public or business administration, or a related field and five (5) or more years of increasingly responsible project administration/management experience, including two (2) or more years of supervisory or lead administrative experience. Private sector experience may supplement but not substitute government experience.

Possession of or ability to immediately obtain a current and valid Class C California Driver's License and maintain a clean driving record.

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## **KNOWLEDGE & ABILITIES**

### ***Knowledge of:***

- Principles and practices of business and public administration and affairs
- Project and resource management techniques
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Complex administrative and quantitative financial research and analysis
- Current economic, social, and political trends in municipal government
- Principles and practices of effective leadership, motivation, team building, and conflict resolution
- Budget administration
- Methods and techniques of effective public relations
- Pertinent federal, state, and local laws, rules and regulations
- Administrative principles and methods used in budgeting, purchasing, records, inventory control and program development and management
- Principles and practices of supervision, training and performance evaluations
- Fiscal procedures and management techniques
- Government structure and professional methods of communication
- Laws, practices, and requirements of human resource and personnel, risk management, public records, and Fair Political Practices Act

### ***Ability to:***

- Maintain a flexible work schedule that includes extended hours, nights, weekends and holidays
- Provide highly responsible administrative staff assistance and leadership
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls
- Analyze complex documents and operational and administrative problems, evaluate alternative solutions, adopt effective courses of action, compose correspondence, prepare and propose policies
- Maintain appropriate confidentiality of information
- Communicate effectively with the public in oral and written form, and professionally represent the District
- Identify and respond to internal and external issues and concerns
- Supervise personnel of varied skill level and classifications
- Exercise initiative and sound independent judgment within general policy guidelines
- Evaluate operations and activities of assigned areas; recommend improvements and modifications
- Research, compile and analyze data; prepare comprehensive reports
- Operate standard office machines and computer software proficiently
- Communicate clearly and concisely, both orally and in writing
- Accept correction and constructive criticism and apply it to performance
- Establish and maintain effective working relationships with all levels of employees and customer

## **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.

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While performing the duties of this job, the employee is regularly required to have: hearing and speech adequate to communicate in person and by telephone; the ability to see within normal parameters with close and distance vision; the ability to sit, stand, walk, bend and reach; use of hands and fingers to operate a computer keyboard and communicate through written means; strength to lift and/or move up to 15 pounds.

### **WORK ENVIRONMENT:**

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.

The duties of this position are generally performed under work conditions found in a typical indoor office environment. Travel to and work at out-of-office locations is required. The work week schedule requires attendance at meetings and events on evenings and occasional weekends. The noise level of the work environment is usually moderate.

### **DISASTER SERVICE WORKER:**

In accordance with Government Code Section 3100, District employees, in the event of a disaster, are considered disaster service workers and are required to report for duty and respond accordingly.

### **FLSA**

This is an FLSA Exempt position.