

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

**ASSISTANT TO THE DIRECTOR OF WATER AND
WASTEWATER RESOURCES**

DEFINITION

Under the general direction of the Director of Water and Wastewater Resources, the Assistant to the Director provides senior level administrative, analytical, and management support within the Department of Water and Wastewater Resources. Major responsibilities include managing administrative processes and procedures, coordinating activities between the Department's Divisions, managing administrative activities in the planning, implementing, and monitoring of the Capital Improvement Program, and assisting in the development of the Operations Budget. This position manages and administers multiple programs within the Department, including, but not limited to, safety and training, environmental compliance, geographic information systems activities, rate and revenue analysis, and customer service. The Assistant to the Director supervises positions that administer those programs and is a member of the Department's management team. Performs other duties as assigned.

EXAMPLES OF DUTIES

Attend City Council Meetings, North San Mateo County Sanitation District Meetings, and other City Committee Meetings as required. Ensure and coordinate open and regular communication among the Department Management Team, other City Departments, regulatory agencies, pertinent associations and organizations, neighboring agencies, and external consultants/contractors. Assist the Director in developing and implementing the Operating and Capital Budgets of the City and District's Water and Wastewater Enterprise Funds. Work with Department staff and consultants to analyze enterprise revenue sources and make recommendations to the City Council and District Board, City Manager, and Department Director. Process capital project grant applications and reimbursements. Represent the department on audits of various grant funds received for capital projects. Project and track revenue and expenditures and prepare comparisons and status reports as necessary. Analyze organizational structures, functions, procedures, and practices and recommend improvements to existing programs or implementing new programs. Assist Department managers with divisional and inter-divisional staffing, fiscal management, and personnel issues. May be assigned responsibilities within and between any of the divisions to supervise or assist with special projects and assignments. Supervise administrative, clerical and other Department program positions in the Administration Division. Represent the Department on various issues at the County, State and Federal levels. Negotiate and implement agreements with consultants, contractors and agencies on the Departments' behalf. Manage the Safety and Training Compliance Program of the Department and ensure continued compliance with all laws and regulations of industrial and construction safety and public health. Act on behalf of the Director as required.

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MINIMUM QUALIFICATIONS

Knowledge of: Contract and grant administration and documentation; principles and practices of organizational public administration; principles, methods and practices of municipal finance, grants, budgeting, accounting, capital project management, MIS/GIS systems, and safety and training programs; applicable City, County, State and Federal laws, ordinances and regulations; water/wastewater utility maintenance and operations, responsibilities and functions. Extremely knowledgeable and capable in the operation of PC's and related data systems and programs.

Ability to: Work independently with only general supervision to meet performance goals; interpret and apply laws, rules, regulations and procedures relating to water/wastewater utility maintenance and operations, public improvement contracts and grant programs; communicate clearly and concisely, both orally and in writing; conduct administrative research and analysis and write effective reports; review organizational, budgetary and administrative problems to develop solutions; conduct studies, surveys, analyze complex problems and data, evaluate alternatives, and make sound recommendations; confer with Department managers on difficult management/administrative issues; effectively supervise employees; develop and implement Department programs; establish and achieve high performance standards for self and the Administration Division; organize and manage training programs; successfully negotiate complex agreements and contracts; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Education: A Bachelors' Degree from a four-year college or university with major course work in public administration, business administration, or a related field. A Masters' degree is highly desired.

Experience: Five years of demonstrable local government administrative experience with water/wastewater utilities and/or environmental, safety and training programs.

License: Possession of a valid California Class C Driver license.