



## Special Assistant to the General Manager

### DEFINITION

Under direction from the General Manager, plans, organizes, coordinates, and manages a variety of programs and District-wide initiatives; performs a wide variety of highly responsible, complex, and diverse advanced level professional duties involved in providing administrative, analytical, policy, and technical support to the General Manager's Office; plans, directs, and coordinates legislative activities and intergovernmental affairs and programs; coordinates and manages the development of District-wide policies, plans, programs, and projects; represents the District to federal, state, and local agencies, industry groups, community groups, educational institutions, and the public; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

**Special Assistant to the General Manager** is a single position senior management classification reporting directly to the General Manager. Under direction, within a framework of broad policies and procedures, the incumbent is responsible for coordinating the development of: District-wide programs, strategic plan implementation, legislative and intergovernmental affairs programs, and other projects of District-wide impact. Assignments are given in general terms and are subject to review upon completion. There is significant latitude for independent judgment and action in defined areas of work.

This classification is distinguished from other senior management classifications within the District by the specific responsibility for directing and coordinating projects of District-wide impact and focus on strategic, legislative, and intergovernmental affairs. This classification is distinguished from the General Manager in that the latter is the chief executive responsible for the effectiveness of all District operations, implementation of Board policy, and provides direction to this classification.

### TYPICAL DUTIES

#### TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Conducts complex and sensitive administrative, operational, and management analyses, studies, and research projects including those involving District-wide issues, programs, policies, plans, and procedures; selects, adapts, and applies appropriate research and statistical techniques; gathers and analyzes data and information from various sources on a variety of specialized topics.
- Prepares and recommends various policies and procedures of District-wide or broad District impact; reports on the effectiveness of established policies and procedures and recommends improvements where appropriate.
- Participates in and manages the implementation of the District's Strategic Plan and related activities, and other Board-directed initiatives and policy efforts.
- Oversees regular updates to Strategic Initiatives and Core Metrics Dashboards and reviews with Executive Staff regularly; coordinates changes with Executive Staff and communicates changes to Board and staff as appropriate; regularly provides General

## Special Assistant to the General Manager

Manager with assessment of areas of needed emphasis, priority, resources, or intervention. Develops intervention strategies as appropriate.

- In consultation with the General Manager, formulates long-range goals for the District and develops, manages, and oversees plans for accomplishing these goals; develops policies and procedures to achieve District and Board goals.
- Represents the District and coordinates work with federal and state agencies, industry groups, community groups, educational institutions, vocational groups, other water agencies, government, non-governmental, and other entities of interest such as city and county governments, community groups, and the public; manages the District's memberships in multiple organizations.
- Reviews and evaluates various District planned programs and initiatives for trend analysis, legislative impact, public impact, and overall organizational management in relation to other District responsibilities; anticipates future needs and District impacts; tracks and critically evaluates internal plan and program implementation; identifies gaps and discrepancies in planning and plan implementation and works with program leads to address same.
- Develops and implements the District's federal and state legislative agenda; reviews and analyzes proposed federal, state, and local legislation and programs to determine possible impacts on the District's policies, procedures, operations, and plans; ensures compliance with applicable programs and requirements; manages legislative contacts and proposals.
- Participates in the Board agenda review process; makes presentations to the Board, Board Committees, other agencies, the public, and others as needed.
- Conducts studies of complex organizational and operational concerns, determines consequences as well as alternatives and analyzes options; develops funding proposals and plans, policy requirements, and strategies and prepares and presents reports and recommendations on such studies and administrative issues.
- Assists departments, divisions, and work groups in formulating and coordinating strategic business or organizational plans and procedures; may serve as resource to Diversity, Equity, and Inclusion Council; may participate in, lead, or support employee engagement initiatives, functions, events, campaigns, and other activities.
- Analyzes department and division work programs; recommends and assists in implementing improvements to work practices, procedures, forms, equipment use, etc.
- May provide coordination, oversight, and management of the District's grant applications and budgeting administration and metrics; may research and prepare submissions for grant awards and procurement of funding from federal, state, and other available funding sources.
- Implements complex special projects; researches and prepares complex technical and administrative reports and recommendations and presents to senior management and/or

the Board of Directors; develops work plans and leads or assists in implementation as needed.

- Reviews and approves a variety of plans, reports, and correspondence to represent the District and coordinate consistent messaging.
- Performs other related work as required.

## **REQUIREMENTS**

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:*

### **Education and Experience:**

Possession of a Baccalaureate degree from an accredited college or university with a major in engineering or water related science, environmental studies, political science, communications, public relations, organizational development, public administration, business administration, or a related field; and six (6) years of progressively responsible professional project/program management experience with responsibility for strategic planning, legislative affairs, community outreach, water-related programs, or similar type experience. Experience representing public/private agencies is highly desired.

### **Knowledge, Skills, and Abilities:**

Knowledge of: current California water policies, politics, and issues; principles and practices of policy development and implementation; principles and methods of the legislative process and implementation; best practices and methods of project and program management and stakeholder relations; budget administration; principles and techniques of strategic planning and implementation; data and statistical analysis and techniques; pertinent federal, state, and local laws and regulations; legislative and grant budgeting and funding processes and programs; principles and techniques of establishing and maintaining effective public and intergovernmental relations; safe work practices and the ability to identify workplace hazards and/or unsafe conditions and take appropriate corrective action; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: plan, organize, and direct complex projects and programs of wide impact; determine District priorities and effectively coordinate necessary personnel and other resources for project management; coordinate, direct, and conduct analyses and form recommendations; analyze administrative and organizational problems for a variety of programs, systems and procedures; write effectively with skill in business and report writing; analyze, interpret, and apply information, closely evaluate and choose among alternative courses of action, and make sound recommendations; understand and implement pertinent laws, regulations, policies, and procedures; maintain detailed and accurate records; prepare clear and concise written reports including technical material for non-technical audiences; effectively represent the interests of the District to a wide variety of internal and external audiences and entities; perform the essential duties of the job without causing harm to self or others; operate modern office equipment including computer equipment and specialized software applications programs; communicate

Special Assistant to the General Manager

clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Additional Requirements:**

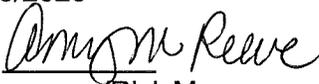
- Must possess a valid California driver's license and have a satisfactory driving record.

**Working Conditions/Physical Requirements:**

The essential functions of this classification are performed primarily in a controlled-temperature office and require the ability to: sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone, computer keyboard and other office equipment on a daily basis; speak and hear in person and on the phone; see sufficiently to perform assignments; intermittently twist to reach equipment or supplies surrounding desk; and occasionally lift and carry items weighing up to 10 pounds.

The essential functions of this classification require frequent driving to perform essential job duties which may include attending meetings or doing business at various off-site locations. Alternative forms of transportation are not suitable due to security concerns, logistical challenges, and time constraints.

Revised: 03/2025

Approved:   
Human Resources/Risk Manager