

Moulton Niguel Water District 2012~~1~~ Legislative Priorities and Policy Statements

The Legislative Policy Statements set forth below provide general direction to staff in advancing the District's interest related to water and wastewater and District operations during the year. Matters clearly covered by these statements may be the subject of correspondence by the Board President or the General Manager on behalf of the District. These statements also will guide staff and directors in their communications to other agencies, such as the Municipal Water District of Orange County, and to groups and associations of which the District is a member, or with which it communicates, in order to advance the District's interests.

As to any bill, proposition, or rulemaking that is not unambiguously addressed by the statements below, the District will not take a position unless it is so determined by the Board of Directors ~~by resolution~~. In addition, the Board can at any time modify these statements or take a position on a particular issue that differs from these statements.

Oppose:

1. Substantive changes to the Delta package enacted in November of 2009, except that, with regard to the 2012 water bond, the District supports identifying a viable financing mechanism for achieving a Delta fix, and since circumstances may make passage of a 2012 bond measure uncertain, the District supports a conscientious exploration of all funding alternatives.
2. Prohibition or requiring political approval of alternative conveyance of State Water Project Water through or around the Delta.
3. State changes to local allocations of property tax.
4. Requirement for Southern California water users to pay for public benefit projects through rates or fees.
5. The use of State bond funds for a project that does not have an identified responsible agency with revenue to pay for operation and maintenance of the project.
6. State Water Project system fees, water user fees, or public benefit chargesfees that are not equitable or not directly related to benefits received by MWD customers.

7. The use of State fees for purposes unrelated to the services for which the fees were assessed or for public benefit projects that the State is required to implement,
8. The imposition of State fees in a manner that would constitute a tax subject to Section 3 of Article XIII A of the California Constitution.
9. New drinking water or recycled water regulatory standards, including new standards for constituents of emerging concern or for hexavalent chromium, without scientific basis.
10. Wastewater discharge standards that are not supported by science, ~~or~~ that do not protect the rights of downstream users, or that do not balance reasonable environmental effects against the importance of recycling as a source of supply.
11. Reduction of District control over District finances.
12. Proposals to create legislatively a “human right to water.”
13. Increased legislative oversight of joint powers authorities or joint exercises of power by agreement under the existing Joint Exercises of Powers Act.

Support:

1. Federal measures to support the Delta process and fix, including authorization or appropriation provisions in the Water Resources Development Act.
2. Protection of Southern California’s access to State Water Project and Colorado River water.
- 2.3. Continued implementation of the 2009 Delta Water Management Legislative Package to ensure critical milestones are timely met, including Federal and State actions to adhere to the Bay Delta Conservation Plan schedule.
4. Measures that create financial rewards for reducing Southern California reliance on water supply from the Delta.
- 3.5. Development of new State Water Project storage capacity south of the Delta.
- 4.6. Maintaining the certainty and value of water rights.
- 5.7. Streamlining regulatory permit processes.

8. Redefinition of recycled water as a resource rather than a waste.

9. Federal and State actions the promote water use efficiency throughout the state.

~~6-10.~~ The development of a functional definition of “earmarks” by the federal government that allows Congress to fund federal projects.

~~7-11.~~ Appropriating funds for water projects from already approved bond measures.

~~8-12.~~ Appropriations that benefit water projects of Moulton Niguel Water District, or that benefit SOCWA, the San Juan Basin Authority, Santiago Aqueduct Commission, the Aliso Creek Restoration Project, or the South Orange Coast Ocean Desalination Project.

~~9-13.~~ Appropriations or other facilitation of water conservation, recycling, and groundwater recharge, conjunctive use, and rainfall capture and use.

~~10-14.~~ Development of cost-effective and sustainable desalination of ocean water and groundwater, including support for reasonable approaches to the regulation of brine disposal.

15. Federal and State actions to improve salinity management through source control or treatment capability.

~~11-16.~~ Requirements or recognition that public benefit projects, including environmental restoration in the Delta, should be paid for by the State.

~~12-17.~~ Facilitating market-driven water transfers and banking.

~~13. Federal approval of a renewed Hoover Power agreement substantially as proposed by MWD and Congresswomen Napolitano.~~

~~14-18.~~ Federal authorizations and appropriations that benefit water and wastewater projects in Southern California.

~~15-19.~~ Addressing contaminants of emerging concern at the product source level, rather than at the retail water or wastewater level.

~~16-20.~~ Amendments to controlled substances statutes and regulations to facilitate safe disposal of pharmaceuticals other than in the sewer system.

~~17-21.~~ Maintaining local discretion and jurisdiction over choice of disinfectants.

22. Legislation assisting local and regional water agencies with the control or eradication of invasive species that affect system reliability.

18-23. Maintaining the regulatory jurisdiction of EPA and health agencies over disinfection treatment, rather than moving jurisdiction to the Department of Homeland Security.

Assistant General Manager Salary Survey

AGENCY*	JOB TITLE	YOUR POSITION: More (+) Equal (=) Less (-)	MINIMUM BASE SALARY/ MONTH	MAXIMUM BASE SALARY/ MONTH	CERT./ EDUCATION LEVEL	EXEMPT (E) OR NON- EXEMPT (N)	# IN POSITION	AVG. # OF EMPS SUPRVSD
Eastern Municipal Water District	Deputy General Manager	=		\$16,888	BA + 10 years exp	E	1	4
El Toro Water District	AGM/CFO	+	Determined by BoD		BA and CPA			
Golden State Water District	District Manager	=	\$7,458	\$13,849	BA	E	6	6
Irvine Ranch Water District	Position Eliminated in recent re-org, now have 4 Executive Directors		\$10,805	\$16,422	BA	E	4	25-100
Laguna Beach Water District	Assistant General Manager	+	\$10,671	\$15,339	BA + 6 years exp and 4 years as supervisor	E	1	2
South Coast Water District	AGM/District Counsel	+	\$10,971	\$15,673	6 years mgmt exp, 5 years atty, valid license to practice law	E	1	10
Western Municipal Water District	AGM/CFO, AGM/CAO		\$11,212	\$15,417		E	1 each	2 and 5

Average Salary Range: \$10,223 \$13,155

*Only seven of the 10 agencies used by MNWD in prior salary surveys responded to the survey.

Assistant Director of Operations Salary Survey

AGENCY*	JOB TITLE	YOUR POSITION: More (+) Equal (=) Less (-)	MINIMUM BASE SALARY/ MONTH	MAXIMUM BASE SALARY/ MONTH	CERT./ EDUCATION LEVEL	EXEMPT (E) OR NON- EXEMPT (N)	# IN POSITION	AVG. # OF EMPS SUPRVSD
Eastern Municipal Water District	Director of Maintenance	=	\$10,083	\$12,529	BA + 10 years Exp	E	1	7
El Toro Water District	NC							
Golden State Water District	Operations Superintendent	=	\$4,769	\$8,011	HS Diploma; D3 & T1	E	24	10
Irvine Ranch Water District	Assistant Director of Water Operations	=	\$7,433	\$10,556	D3	E	1	50
Laguna Beach Water District	NC							
South Coast Water District	NC							
Western Municipal Water District	Deputy Director of Operations	=	\$9,265	\$12,740	BA or 7 years exp.	E	1	6

Average Salary Range: \$7,888 \$10,959

*Only seven of the 10 agencies used by MNWD in prior salary surveys responded to the survey.

Assistant Director of Engineering Salary Survey

AGENCY*	JOB TITLE	YOUR POSITION: More (+) Equal (=) Less (-)	MINIMUM BASE SALARY/ MONTH	MAXIMUM BASE SALARY/ MONTH	CERT./ EDUCATION LEVEL	EXEMPT (E) OR NON- EXEMPT (N)	# IN POSITION	AVG. # OF EMPS SUPRVSD
Eastern Municipal Water District	Director Of Engineering	=	\$10,083	\$12,529	BA + 12 yrs exp and PE registration	E	1	5
El Toro Water District	Engineering Associate	-	\$4,617	\$6,144	HS Grad and AutoCad Cert	N	1	0
Golden State Water District	Planning Manager	=	\$7,458	\$13,849	BA/CE License	E	1	7
Irvine Ranch Water District	Principal Engineer	=	\$8,156	\$11,755	BS in Engineering	E	4	7
Laguna Beach Water District	NC							
South Coast Water District	NC							
Western Municipal Water District	NC							

Average Salary Range: \$7,579 \$11,069

*Only seven of the 10 agencies used by MNWD in prior salary surveys responded to the survey.

Assistant to the General Manager Salary Survey

AGENCY*	YOUR JOB TITLE	YOUR POSITION: More (+) Equal (=) Less (-)	MINIMUM BASE SALARY/ MONTH	MAXIMUM BASE SALARY/ MONTH	CERT/ EDUCATION LEVEL	EXEMPT (E) OR NON- EXEMPT (N)	# IN POSITION	AVG. # OF EMPS SUPRVSD
Eastern Municipal Water District	Secretary to BoD/Assistant to GM	=	\$5,654	\$7,023	BA + 5 years exp	E	1	3
El Toro Water District	Exec Assistant to GM and Board	=	\$4,897	\$6,911	HS Diploma; 4+ years Public Admin	N	1	0
Golden State Water District	District Support Analyst	=	\$4,769	\$8,011	BA	E	6	0
Irvine Ranch Water District	NC							
Laguna Beach Water District	NC							
South Coast Water District	Executive Assistant to the GM	=	\$4,510	\$6,443	2 years of college coursework: 5	N	1	0
Western Municipal Water District	NC							

Average Salary Range: \$4,510 \$7,097

*Only seven of the 10 agencies used by MNWD in prior salary surveys responded to the survey.

MOULTON NIGUEL WATER DISTRICT

Classification Statement

Title: Assistant General Manager

Division: Executive

Summary:

Under the direction of the General Manager, responsible for the supervision, directly or indirectly, of all District functions. Assist the General Manager in planning, directing, managing, and overseeing the services, activities, and operations of the District including Customer Service, Engineering and Operations, Finance, and Human Resources. Assists with the planning, development and implementation of District goals and objectives and provides highly complex technical and administrative support to the Board of Directors.

Duties and Responsibilities:

1. Prepare or supervise preparation of proposed District policies for appropriate action of the Board of Directors.
2. Participates in Memorandum of Understanding negotiations.
3. Discuss potential agenda items with division heads; determine, review and format items to be presented prior to meeting.
4. Prepare, in conjunction with division heads, and recommend overall District, plans, budgets, operating philosophies and objectives.
5. Coordinate with efforts of the District's legal counsel in the presentation and resolution of matters requiring legal attention and inform the General Manager of litigation and/or potential liability.
6. Provide for a well-staffed, motivated and efficient organization including Customer Service, Engineering and Operations, Finance, and Human Resource Divisions.
7. Make decisions on critical issues within the framework of established policy or guidelines; establish priorities where conflicts or schedules require.
8. Responsible for analyses, recommendations and implementation of District insurance programs through ACWA/JPIA, including liability, property, workers' compensation, and employee benefit coverages.

Title: Assistant General Manager

Division: Executive

Duties and Responsibilities, Continued:

9. Integrate and coordinate the District's programs and operations with that of other public agencies, including SOCWA, JRWSS, MWDOC, SAC, and SJBA.
10. Act as liaison to joint powers entities, such as SOCWA, relating to wastewater service, including collection, treatment, disposal, and functions of reclamation. Participate in SOCWA Engineering, Finance, Executive Committee, and Board meetings.
11. Prepare, or supervise preparation of, objectives for each division; establish organizational controls and measure performance against approved objectives.
12. Participates in decisions regarding hiring, discipline, and promotion of subordinates; reviews performance evaluations prepared by subordinates, prepares performance evaluations for direct reports, and provides employee performance feedback and counseling; exercise authority for District personnel's actions consistent with District policies and other applicable rules and regulations.
13. Review financial, operations and other reports periodically; identify trends.
14. Establish and maintain effective working relationship with all employees and encourage high morale and professional growth; monitor performance of all employees and provide feedback and counseling to key personnel.
15. Monitor and review expenditures through preparation of budgets and other guidelines; identify and resolve questions regarding variances from expected expenditure levels. Formulate long-term budget needs and develop rationale for rate increases or issuance of long-term debt.
16. Evaluate the personnel needs of the District and skill levels required in key management positions; participate in approval of employee selection at the division head level.
17. Analyze and project long-range planning needs of the District; develop and coordinate replacement and refurbishment projects and long-term capital projects. Oversee and direct the biannual updates of the District's Long Range Plan.
18. Participate in the review and selection of consultants; approve expenditures within established authorization limits.

Title: Assistant General Manager

Division: Executive

Duties and Responsibilities, Continued:

19. Represent the District to outside interest groups and special water or sewer agencies.
20. Communicate and interface with general managers in other districts; participate in negotiating agreements with other districts at the local, regional or state level.
21. Review and approve annual performance evaluations for each of the District's employees.
22. Perform other special projects or studies as required.

Qualifications:

1. Requires any combination equivalent to the completion of a bachelor's degree in public or business administration, accounting, finance, engineering or engineering management. A master's degree is desirable.
2. Six to eight years increasingly responsible senior management and supervisory positions, including six years supervisory experience of which four to six should be in the water, wastewater and /or utility industry.
3. Registered Civil Engineer in the State of California is desirable.
4. Must maintain a valid California driver's license and a safe driving record.

Physical Requirements:

Ability to communicate orally with the Board of Directors, District management, staff, and the public in face-to-face, one-on-one and group settings. Regularly use a telephone for communication. Use office equipment such as a personal computer, copier and facsimile machines. Sit and/or stand for extended time periods. Hearing and vision required to be within normal ranges. Carry, push, pull, reach and lift up to 25 lbs. routinely. Read at, above, and below shoulder height. Occasionally stoop, kneel or crouch. Sufficient manual dexterity required to operate equipment. Position requires travel by automobile to conduct District business.

Title: Assistant General Manager

Division: Executive

Conduct Standard:

Provide positive and constructive leadership and management. Interact with Board of Directors, employees, customers, and the public in a positive, cooperative, and supportive manner.

Supervisor: _____ Date: _____

Employee: _____ Date: _____

DRAFT

MOULTON NIGUEL WATER DISTRICT

Classification Statement

Title: Assistant Director of Engineering

Department: Engineering and Operations

Summary:

Under the direction of the Director of Engineering and Operations, assists with the administration and direction of the Engineering Division. The Division activities include the planning and execution of infrastructure asset management and engineering to ensure the long-term service of the District water, wastewater, and recycled water systems.

Duties and Responsibilities:

1. Plan, organize, and direct, through subordinates, the activities of the Engineering staff. The activities include asset-based planning and engineering, execution of the capital improvement program, coordination of private development, and development and maintenance of the geographic information system.
2. Make engineering decisions affecting the design and construction of the District's water, wastewater, and recycled water infrastructure based on District policies, programs, and/or standard specifications. Applies technical and professional expertise in review of activities associated with construction, operation, and replacement of District infrastructure.
3. Directs execution of the Capital Improvement Program; Serve as project manager on various projects and assists District staff with execution and completion of projects. Activities may include contract preparation and/or review, solicitation, selection, and management of consultants and contractors, preparation, review and approval of construction documents, and preparation of progress reports for the Capital Improvement Program.
4. Develops and reviews engineering reports and memoranda relative to the District's engineering and infrastructure; presents relevant information to the General Manager and District's Board of Directors. Assists in the preparation of engineering matters for the monthly Engineering and Operations Board meeting.
5. Interfaces with other District departments, governmental agencies, contractors, and consultants in conjunction with coordinating engineering and planning functions.

Title: Assistant Director of Engineering

Department: Engineering and Operations

Duties and Responsibilities, continued:

6. Represent the District at regional functions or committees to support continued collaboration and improved services among agencies.
7. Participate and support District-wide planning functions, which may include preparation of infrastructure master plans, hydraulic modeling efforts, updates to the Urban Water Management Plan, development and improvement to the Asset Management Plan, development and maintenance of a Corrosion Control Plan, and updates to the District's Long Range Plan.
8. Assists with the development and implementation of divisional policies and procedures and make organizational policy recommendations; develop program goals and objectives consistent with District policy.
9. Review and recommend necessary resources, staffing needs and structure, and strategies to achieve program goals and objectives.
10. Responsible for the periodic update and review of the District's Standard Specifications and Contract Documents utilizing available resources.
11. Implement the District's communications Cell Site Lease Program; review and make recommendations to support the execution of the program and/or modifications to the program.
12. Makes operational budget recommendations and directs the preparation of the Engineering operational budget through subordinates. Prepare the Capital Improvement Program budget.
13. Approve construction documents for the purposes of bid solicitation in the absence of the Director of Engineering and Operations.
14. Participates in decisions regarding hiring, discipline, and promotion of subordinates; reviews performance evaluations prepared by subordinates, prepares performance evaluations for direct reports, and provides employee performance feedback and counseling; exercise authority for Division personnel's actions consistent with District policies and other applicable rules and regulations.
15. Performs special projects and other duties as assigned.

Title: Assistant Director of Engineering

Department: Engineering and Operations

Qualifications:

1. Bachelor of Science in Civil Engineering or related science.
2. Registered Civil Engineer in the State of California.
3. Minimum of 10 years of experience working in the field of Civil Engineering, with at least five years in a supervisory capacity.
4. Minimum of five years of experience in the water, wastewater and /or utility industry.
5. Must possess and maintain a valid California driver's license and a safe driving record.

Physical Requirements:

Ability to communicate orally with the Board of Directors, District management, staff, and the public in face-to-face, one-on-one and group settings. Regularly use a telephone for communication. Use office equipment such as a personal computer, copier and facsimile machines. Sit and/or stand for extended time periods. Hearing and vision required to be within normal ranges. Carry, push, pull, reach and lift up to 40 lbs. routinely. Read at, above, and below shoulder height. Occasionally stoop, kneel or crouch. Sufficient manual dexterity required to operate equipment. Position requires travel by automobile to conduct District business.

Conduct Standard:

Provide positive and constructive leadership and management. Interact with Board of Directors, employees, customers, and the public in a positive, cooperative, and supportive manner.

Supervisor: _____ Date: _____

Employee: _____ Date: _____

MOULTON NIGUEL WATER DISTRICT

Classification Statement

Title: Assistant Director of Operations

Division: Engineering and Operations

Summary:

Under the direction of the Director of Engineering and Operations, assists with the administration and direction of the Operations Divisions. The Division activities include the operation, repair, and preventative maintenance programs for the District's potable water distribution, recycled water distribution, and wastewater collection systems.

Duties and Responsibilities:

1. Plan, organize, and direct, through subordinates, the activities of the Operations staff. The activities include asset based operation, maintenance, repair, and cleaning of the potable water, wastewater, and recycled water systems.
2. Makes operational decisions affecting the operation of the District's water, wastewater, and recycled water systems within the established goals and objectives of the District; develops and reviews operational performance benchmarks against the approved goals and objectives.
3. Develops and reviews operational reports and memoranda relative to the District's operations; presents relevant information to the General Manager or District's Board of Directors on District operations.
4. Plan, develop, coordinate, and implement the District's programs and policies in support of safety and security, including hazardous material management. Apply technical and professional expertise in review of programs and policies, legislation, and impacts to District operations.
5. Plan, develop, coordinate and implement, through subordinates, the programs, policies, and procedures needed for the District to be in compliance with AQMD, Department of Health Services, County Health Department, EPA, State Water Resources Control Board (and its San Diego Regional Water Quality Control Board), and Fire Authority regulations and permits.
6. Plan, develop, coordinate, and implement the District's emergency management and disaster preparedness procedures. Serve as the District representative for Water Emergency Response of Orange County (WEROC).

Title: Assistant Director of Operations

Division: Engineering and Operations

Duties and Responsibilities, continued:

7. Interface with other District departments, governmental agencies, contractors, and consultants in conjunction with coordinating Operations functions. Represent the District at regional functions or committees to support improved operations between agencies.
8. Participate and support District-wide planning functions, which may include the Urban Water Management Plan, Hazard Mitigation Plan, and updates of the District's Long Range Plan. Provide input on design, installation, and modifications to District infrastructure.
9. Assist with the development and implementation divisional policies and procedures and make organizational policy recommendations; develop program goals and objectives consistent with District policy.
10. Make budget recommendations and directs the preparation of the Operations budget through subordinates.
11. Participates in decisions regarding hiring, discipline, and promotion of subordinates; reviews performance evaluations prepared by subordinates, prepares performance evaluations for direct reports, and provides employee performance feedback and counseling; exercise authority for Division personnel's actions consistent with District policies and other applicable rules and regulations.
12. Assure compliance with all applicable federal, state, and local regulatory requirements as they pertain to District operations.
13. Directs safety, security, and operations related training to District personnel. Perform periodic inspections and audits for compliance with program performance and regulatory requirements. Perform the duties of District Safety Officer in the absence of the Director of Engineering and Operations.
14. Performs other duties and special projects as assigned.

Title: Assistant Director of Operations

Division: Engineering and Operations

Qualifications:

1. Bachelor's degree from a four-year college or university in a related field.
2. Minimum of ten years of experience in operation and maintenance of water, recycled water, and/or wastewater systems, with at least five years in a supervisory capacity.
3. Must be Registered Civil Engineer in the State of California or have a Department of Health Services (DOHS) Water Distribution Operator D3 Certificate, or ability to obtain within one year.
4. Must maintain a valid California driver's license and a safe driving record.

Physical Requirements:

Ability to communicate orally with the Board of Directors, District management, staff, and the public in face-to-face, one-on-one and group settings. Regularly use a telephone for communication. Use office equipment such as a personal computer, copier and facsimile machines. Sit and/or stand for extended time periods. Hearing and vision required to be within normal ranges. Carry, push, pull, reach and lift up to 40 lbs. routinely. Read at, above, and below shoulder height. Occasionally stoop, kneel or crouch. Sufficient manual dexterity required to operate equipment. Position requires travel by automobile to conduct District business.

Conduct Standard:

Provide positive and constructive leadership and management. Interact with Board of Directors, employees, customers, and the public in a positive, cooperative, and supportive manner.

Supervisor: _____ Date: _____

Employee: _____ Date: _____

MOULTON NIGUEL WATER DISTRICT

Classification Statement

Title: Assistant to the General Manager

Division: Executive

Summary:

Under the direction of the General Manager and Assistant General Manager, performs varied, difficult, sensitive and confidential office administrative support functions related to management policies and the general business operations of the District; performs complex and highly responsible administrative support work requiring initiative, discretion and independent judgment; acts as the District's Public Information Officer. Executes under only general supervision special assignments and tasks.

Duties and Responsibilities:

1. Provides confidential administrative support to the General Manager and Assistant General Manager.
2. Assists the General Manager and/or Assistant General Manager in preparing materials for Memorandum of Understanding negotiations.
3. Receives and screens visitors and telephone calls, providing information and handling issues that may require sensitivity and the use of sound independent judgment; conducts research, responds to requests made to the General Manager or Assistant General Manager for information and complaints from customers and the public, refers the request or complaint to appropriate staff and/or takes or recommends action to resolve the issue.
4. Prepares technical worksheets, tables and computations; researches, analyses and assembles information from a variety of sources for the preparation of records and reports; performs mathematical calculations.
5. Assists the General Manager and/or Assistant General Manager in preparation of annual budget requests; monitors appropriate budget accounts; processes requisitions and check requests.
6. Acts as the District's Public Information Officer. Provides information to the media and public during a crises or emergency. Maintains a knowledge of the District's Emergency Operation Center, Alert OC and National Incident Management Systems. Secondary media contact after the General Manager.

Title: Assistant to the General Manager

Department: Executive

Duties and Responsibilities, continued:

7. Coordinate with efforts of the District's legal counsel in the presentation and resolution of matters requiring legal attention and inform the General Manager and Assistant General Manager of litigation and/or potential liability.
8. Assists with the preparation of proposed District policies for appropriate action of the Board of Directors.
9. Serves as liaison with Divisions on administrative operations and special projects.
10. Previews incoming mail/email to the General Manager and Assistant General Manager, arranges by priority and routes to appropriate manager. Independently composes written response letters to a variety of routine correspondence.
11. Responsible for planning and coordinating the successful updating of the District's Long Range Plan on a biennial basis.
12. Maintains General Managers and Assistant General Managers expense receipts, i.e., gasoline and meal purchases, parking and cab fees, etc. Coordinates with accounts payable on obtaining receipts, making payments, receiving refunds and reimbursing managers' for out-of-pocket expenses.
13. Organizes travel arrangements for the General Manager and Assistant General manager including airline reservations, train reservations, rental cars, shuttles, cabs, lodging, and conference registration fees.
14. Has the responsibility of authorizing all Division Head employees' vacation requests.
15. Supports the General Manager and Assistant General Manager in their elected capacities with professional, local and regional organizations by coordinating phone calls, calendars, meetings, correspondence, facsimiles, etc.
16. Maintains schedules and calendars for the General Manager and Assistant General Manager; coordinates, arranges and confirms meetings; attends meetings, takes notes and transcribes non-Board meeting minutes; screens requests for appointments.

Title: Assistant to the General Manager

Department: Executive

Duties and Responsibilities, continued:

17. Possesses keyboarding, dictation, transcription, editing, proofreading and word processing skills. Operates with efficiency all office equipment. Proficient with using Microsoft Office software. Compiles, composes and produces all administrative correspondence, reports, charts, etc. Has the ability to use initiative when necessary to make certain decisions in supervisors' absence. Exercises discretion, independent judgment and utmost confidential support on a daily basis.
18. Performs other duties and special projects as assigned by the General Manager and Assistant General Manager, including technical evaluations of projects related to the District's current and long-range operations.

Qualifications:

1. Bachelor's degree from a four-year college or university in public or business administration or a closely related field; and five years of administrative experience; or an equivalent combination of training and experience.
2. Strong communications and interpersonal skills required as well as ability to analyze and solve problems.
3. Must possess and maintain a valid California driver's license and a safe driving record.

Physical Requirements:

Position requires occasional stooping, bending, climbing, lifting, walking, reaching and the ability to carry and lift materials related to displays, presentations, etc. weighing up to 20 pounds. In addition, this position requires travel by automobile to conduct District business; oral communication with District management, coworkers, and District customers in face-to-face, one-to-one, and group settings; regular use of the telephone for communication; operation of office equipment such as computer terminals, copiers, and FAX machines; sitting for extended time periods and hearing and vision within normal ranges.

Title: Assistant to the General Manager

Department: Executive

Conduct Standard:

Interacts while working with the Board of Directors, coworkers, supervisors, and the public in a positive, cooperative, and supportive manner.

Supervisor: _____ Date: _____

Employee: _____ Date: _____

DRAFT