



**ASSISTANT
GENERAL
MANAGER**
Water Services

THE POSITION

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

To plan direct, manage, supervise, coordinate, and/or oversee the activities and operations of Water Services Division within the City's Public Utilities Department; to coordinate activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Utilities General Manager.

Essential functions include, but are not limited to:

- Plan direct, manage, supervise, coordinate, and/or oversee the activities and operations of water resources and planning, water field operations, and water engineering and project management.
- Participate in negotiations with the City's water wholesalers and groundwater producers on their rates, operations, and maintenance activities; represent Anaheim's interests by influencing decisions that will benefit Public Utilities and its customers.
- Direct efforts to identify reasonable and cost-effective water supplies for Anaheim that will diversify the water supply portfolio and enhance supply reliability; work with other water agencies to identify and facilitate development of additional drought mitigation plans; identify and pursue grants and other outside funding to supplement the cost of diversification efforts.
- Oversee water quality compliance with applicable regulations, and manage testing and cross connection programs; establish internal policies and procedures that ensure that appropriate quality standards are maintained.
- Direct the management of water system design and construction activities; develop contracts to supplement internal staffing; monitor project schedules and budgets.
- Direct and oversee the development, implementation and administration of the Public Utilities Department operations, maintenance and emergency preparedness plans; evaluate engineering and field programs and activities; establish key performance metrics and ensure that appropriate industry standards are enforced.
- Provide high level support to Council-appointees on the Metropolitan Water District of Southern California (MWD) and the Orange County Water District (OCWD) boards and related committees. Review agency agendas and provide context for issues that may impact Anaheim operations or finances.



**View all essential job functions
at bit.ly/Anaheim-AGM-WaterSvcs*

APPLICATION SUBMITTAL

Jan. 3 - Feb. 10, 2023

QUALIFICATIONS *



Education/Experience:

- Eight years of increasingly responsible public utilities experience that includes water resources, water quality, water treatment, water engineering, and/or water field operations, including four years of administrative and supervisory responsibility, supplemented by a Bachelor's degree from an accredited college or university with major course work in civil engineering, or a related field.



Knowledge of:

- Operational, services, and activities of a public water utility; and practices of water resources quality engineering and field operations.
- Principles and practices of program development and administration; methods and techniques of water system maintenance, construction, and repair.
- Water engineering program development and administration; water resource issues and their impact on the City's water supplies
- Municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation; pertinent federal, state, and local laws, codes, and regulations, including those related to environmental compliance.



Ability to:

- Oversee and participate in the management of a comprehensive public water utility oversee, direct, and coordinate the work of lower-level staff; select, supervise, train, and evaluate staff; effectively administer a variety of water engineering and water field operations planning, maintenance, and construction and repair activities.
- Respond to community and City Council issues, concerns and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

*To view all qualifications, visit bit.ly/Anaheim-AGM-WaterSvcs

HIRING PROCESS

- Application
- Interview
- Backgrounds
- Medical Clearance





WHY THIS POSITION IS FOR YOU

- You're looking for an opportunity to join a diverse, committed, supportive, hardworking organization that gets results.
- You're passionate about improving the lives of others and want to make a difference in the community.
- You're a confident communicator, leader and problem-solver.
- You're looking for retirement benefits and advancement opportunities located in a beautiful part of the country.



SALARY & BENEFITS

The City of Anaheim is proud to provide you and your family with valuable and significant benefits. Our Employee Benefits were designed with you and your family in mind. Below is a brief overview of the services and benefits available to employees of the City of Anaheim:

 **Annual: \$164,078 - \$225,607**

 **Retirement Benefits**

 **Medical, Dental, and Vision**

 **Employee Assistance Program**

 **Vacation, Holiday, and Sick Leave**

 **Supplemental Insurance Policies**
(Life, Accident, Hospitalization, etc.)

 **Flexible Spending & Health Savings Accounts**

 **Wellness Incentives**

 **Car Allowance**

 **Tuition Reimbursement**

APPLY NOW!

Ready to start your career with the City of Anaheim?
To apply, visit bit.ly/Anaheim-AGM-WaterSvcs

You will be prompted to create a personal profile and apply online, which will make applying for future positions within the City of Anaheim much easier for you. *Note: If this is the first time you are applying for a job at the City of Anaheim through our new system, please visit the "Apply Online Tutorials." The tutorials will help you learn how to set up a Personal Email Account, create a City of Anaheim Applicant Profile and much more!*



HUMAN RESOURCES

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