



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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## JOB TITLE: Assistant General Manager

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|--|-----------------------------|---|
|  | WORK TEAM LEADER: YES       | LOCATION: TAMALPAIS VALLEY, MILL VALLEY, CA 94941   |
| TYPE: FULL TIME; EXEMPT; NOT ELIGIBLE FOR OVERTIME; SALARY DEPENDS ON EXPERIENCE | REPORTS TO: GENERAL MANAGER | SHIFT: 8AM-4:30PM M-F, eligible for flex, partial remote work with General Manager's approval |

**PURPOSE:** TCSD is responsible for sanitation, solid waste and parks and recreation services for the Tam Valley area. The Assistant General Manager must be highly self-motivated, organized, and flexible. This position assists the General Manager in strategic planning, program management, budgeting, public outreach, and staff supervision.

### GENERAL DESCRIPTION:

This is a professional level classification, which assists in policy development, long- and short-range program planning, fiscal oversight and planning, administration and operations of TCSD departments and programs within broad functional areas as assigned by the General Manager. While specified knowledge or certification related to the parks and recreation, finance, sewer, or solid waste functional areas may be desired, the emphasis is upon the overall administrative skill of the incumbent. The incumbent is responsible for assisting the General Manager in several of the operational units of TCSD. The ability to juggle multiple projects in a fast paced and varied environment is key to the incumbent's success.

All TCSD services are provided in a safe, courteous, efficient manner in compliance with State and Federal regulations and District policies. The Assistant General Manager must provide excellent customer service to internal and external District customers. The Assistant General Manager conducts themselves in a professional, courteous, business-like manner with the public, the District Board Members, District Commissions, fellow employees, contractors, and vendors. The Assistant General Manager behaves in an ethical manner with integrity and honesty, is an example to others and displays loyalty to the District and supports its mission and vision.

The work environment involves District offices that are not air conditioned. The Assistant General Manager may be exposed to various levels of noise and vibrations associated with trucks and other machinery. They may also be exposed to various odors.

### ESSENTIAL DUTIES:

- Assist the General Manager in planning, program management, staff development, and budgeting.
- Assist the General Manager in communicating with the public, Board and staff on matters of importance to TCSD, residents and businesses located in Tamalpais Valley.
- Prepare, review, analyze staff reports, compliance reports, and other program specific data.
- Work with staff and consultants to provide reports and analysis as needed for TCSD Board and General Manager.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Research, develop, and recommend systems to enhance TCSD efficiency and effectiveness in service delivery.
- Serve as point person for Parks and Recreation

### GENERAL EXPECTATIONS AND CUSTOMER SERVICE

- Interacts cordially with fellow employees, Board Members, Commissioners and the public
- Maintain electronic and paper files as required for records retention and communication

- Complete assignments in an efficient, timely, and effective manner
- Performs other related duties as required

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- General administrative principles, practices and methods, including goal setting, objectives and procedures development and implementation, and program and budget development and implementation, stemming from a minimum of 5 years increasingly responsible work.
- Principles and practices of effective leadership and staff supervision, including selection, training and development, dynamics of line-staff relationships, techniques of effective interpersonal communications and relations, effective problem solving and decision-making techniques, planning and delegating work, performance evaluation, positive recognition methods, and progressive discipline.
- Principles and practices of public sector budget development and administration.
- Principles and practices of public sector contract administration and evaluation; project management principles.

**Ability to:**

- Plan, organize, coordinate and evaluate a variety of programs and projects.
- Analyze complex technical and administrative problems, evaluate alternative solutions and recommend effective courses of action.
- Develop goals, objectives, policies, procedures, performance standards and internal controls.
- Develop, monitor and evaluate program, project and department/agency budgets.
- Establish and maintain cooperative and effective working relationships with a variety of representatives of public and private organizations, members of boards and commissions, local, state and federal legislative representatives, staff and the general public.
- Facilitate dialogue around a variety of issues with good consensus building skills.
- Maintain and exhibit discretion and integrity when handling sensitive information.
- Prepare and present clear and concise written and oral reports and related materials.
- Self-motivated with the ability to work independently with minimal supervision as well as work with other staff members.
- Ability to work effectively with staff, consultants, and outside agencies to track, provide, and analyze data needed for compliance programs and accounting functions.
- Ability to acquire public records and information related to department services.
- Acumen in common computer, online, and social media tools.
- Able to complete daily responsibilities and simultaneously manage long-term projects.
- Excellent organizational and time management skills.
- Strong interpersonal communication skills and customer service oriented.
- Thorough knowledge of the English language. Ability to communicate well verbally and in writing with the public and fellow employees.
- Bachelor's degree.
- Ability to follow instructions.
- Ability to speak clearly and distinctly.
- Ability to think clearly, thoroughly and objectively.
- Ability to problem solve.
- Ability to assist customers by achieving mutual understanding.

**SALARY DEPENDS ON EXPERIENCE WITHIN THE RANGE OF \$90,000 to \$155,000 ANNUALLY, WITH BENEFITS. FOR MORE INFORMATION ABOUT TCSD, PLEASE VISIT OUR WEBSITE AT [WWW.TAMCSD.ORG](http://WWW.TAMCSD.ORG).**

Please email a resume and cover letter to [info@tamcsd.org](mailto:info@tamcsd.org) , first review of submissions will begin on November 14, 2021, with interviews in early December.