

CRESTLINE SANITATION DISTRICT

*MEMORANDUM*

**DATE:** 10/13/2022

**TO:** BOARD OF DIRECTORS  
Crestline Sanitation District

**FROM:** Rick Dever  
General Manager

**SUBJECT:** Assistant General Manager Position

**A. RECOMMENDATION**

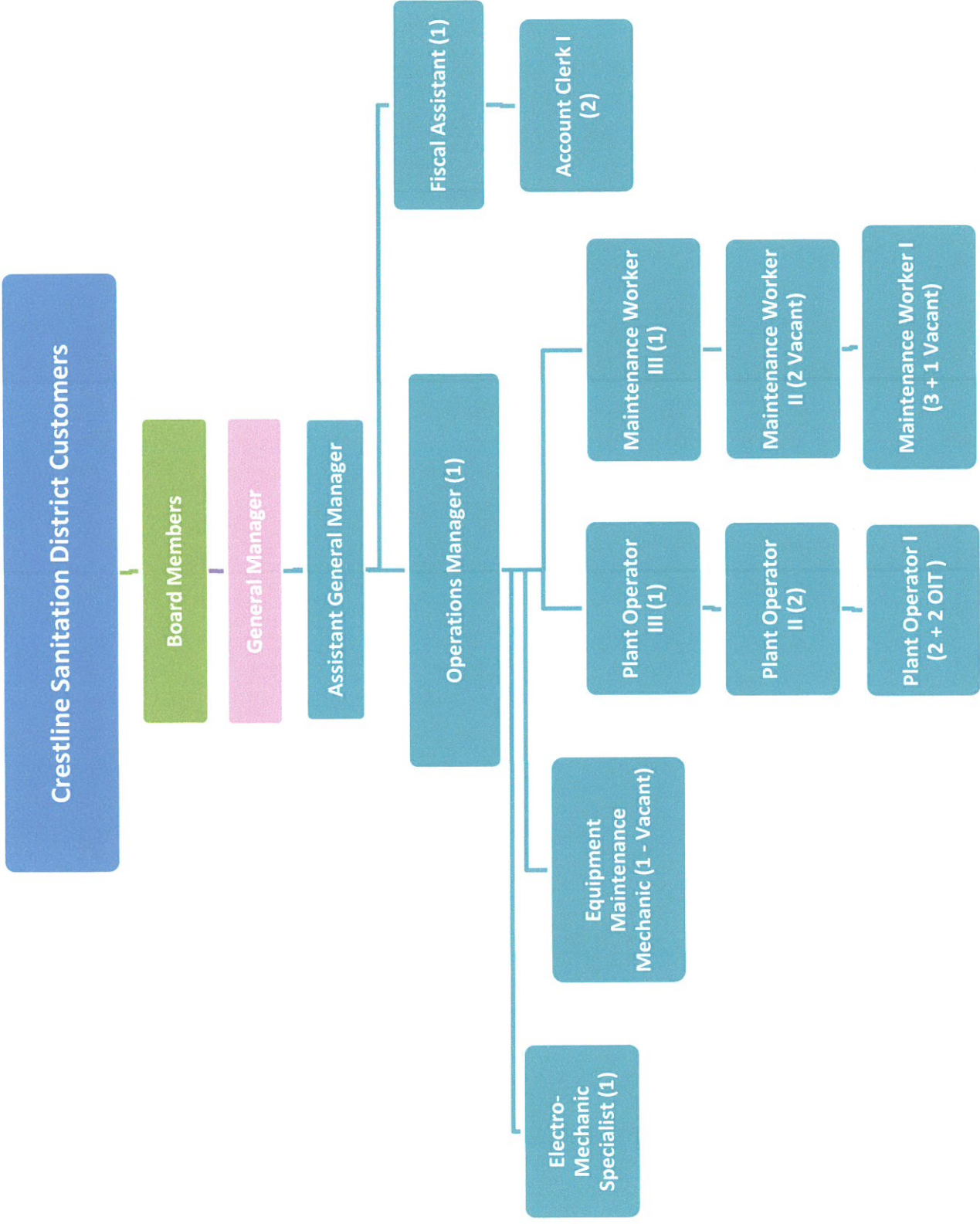
I am recommending that the Fiscal Assistant position be reclassified as Assistant General Manager.

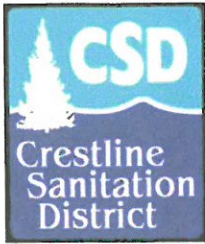
**B REASON FOR RECOMMENDATION**

The change in classification will better reflect the functions and responsibilities of the current position.

**C. ATTACHMENTS**

Organizational Chart  
Job Description  
Salary Schedule





**CRESTLINE SANITATION DISTRICT**  
24516 Lake Drive  
Crestline, CA 92325

**JOB DESCRIPTION: ASSISTANT GENERAL MANAGER**

**SUMMARY DESCRIPTION**

Under the direction of the General Manager assists in planning, directing, managing, and overseeing the administrative, engineering, finance, information technology, human resources and maintenance and operations activities and services of the District. Serves as assistant to the chief executive officer of the District ensuring that services and operations are delivered in an efficient and effective manner; assists in implementing policy decisions made by the Board of Directors; facilitates the development and implementation of District goals and objectives; and provides highly complex administrative support to the Board of Directors.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this position. The Assistant General Manager may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Designated to act as General Manager in the General Manager's absence.
2. Direct and participate, with staff assistance, in the development and administration of the District's budget; prepare long-term plans of capital improvements including financing plans; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary. Keep Board of Directors advised of financial conditions, program progress, and present and future needs of the District.
3. Provide staff assistance to the Board of Directors; prepare, submit, and present detailed staff reports and other necessary correspondence and recommendations to the Board of Directors on issues for its consideration and action; oversee the preparation and administration of Board agendas; prepare recommendations and advise the Board of Directors on matters requiring legislative action; carry out direction of the Board by assigning tasks and evaluating results.
4. Maintains general ledger accounts including assets, liabilities, revenue and expenses; prepares bank reconciliations administrative, accounting, and customer service activities.
5. Provides administrative assistant to the General Manager by screening mail, calls, and visitors. Responds to inquiries and interpreting district policies and procedures on behalf of the General Manager.
6. Reviews and approves payments, process purchase orders, expense and travel documents; prepares and processes payroll; stays abreast of laws and regulations pertaining to payroll.
7. Maintains and processes human resources information for staff; stays abreast of laws and regulations pertaining to human resources.
8. Approve work plans and conduct performance reviews at least once annually for direct reports.

9. Confer with and represent the District to all departments, regulatory agencies, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of the District's concern; coordinate District activities with those of other districts, cities, counties, outside agencies, and organizations in accordance with the Board of Directors' policies.
10. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of business and public administration and issues related to the ongoing operation of a sanitation district.
11. Maintains valid California driver's license.
12. Perform related duties as required.

### **QUALIFICATIONS**

*The following describes the knowledge and ability required to enter the job and/or learn within a short period of time to successfully perform the assigned duties.*

#### **Knowledge of:**

- Principles and practices of public administration including the organization, functions, and problems of sanitation districts.
- Safe operations, services, and activities of a sanitation district.
- Government, governing body, and legislative processes.
- Principles and practices of governmental labor relations and negotiations.
- Principles and practices of budget preparation and administration.
- Advanced principles and practices of organization, management and supervision.
- Principles and practices of strategic planning.
- Methods of analyzing, evaluating, and modifying administrative procedures.
- Pertinent federal, state, and local laws, codes and regulations.
- Principles and practices of research, statistical analysis, and report preparation and presentation.
- Principles of business letter writing.
- Modern office procedures, methods, and equipment, including computers.

#### **Education/and Experience**

High school diploma or equivalent supplemented by college level course work in utility and/or administration, and 3-5 years of management in a wastewater treatment agency.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Standard office setting and wastewater treatment plant, collection system and related facilities and equipment; the Assistant General Manager may be required to work extended hours including evenings, weekends and holidays, and may be required to travel to attend meetings.

**Physical:** The Assistant General Manager will be required to sufficient mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment, finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Ability to operate a vehicle to travel to various locations and meetings. Persons in this position bend, stoop, kneel, reach and climb to perform work and inspect work sites; requires frequent walking in operational areas to identify problems and hazards.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

**Hearing and Speech:** Hearing and speech to clearly communicate in person and over the phone or radio

**SALARY RANGES - 2.5% between steps including 3% Salary Adjustment**

Grade	Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
AL1	Account Clerk I	20.26	20.77	21.29	21.82	22.37	22.93	23.50	24.09	24.69	25.31	25.94
		1,821.00	1,661.53	1,703.07	1,745.64	1,789.28	1,834.02	1,879.87	1,926.86	1,975.03	2,024.41	2,075.02
		3,512.17	3,599.98	3,689.98	3,782.23	3,876.78	3,973.70	4,073.04	4,174.87	4,279.24	4,386.22	4,495.88
		42,146.07	43,199.72	44,279.72	45,386.71	46,521.38	47,684.41	48,876.52	50,098.44	51,350.90	52,634.67	53,950.54
AE4	Electro Mechanical Specialist	34.11	34.97	35.85	36.74	37.66	38.60	39.57	40.56	41.57	42.61	43.68
		2,729.09	2,797.77	2,867.71	2,939.41	3,012.89	3,088.21	3,165.42	3,244.55	3,325.67	3,408.81	3,494.03
		5,913.02	6,081.83	6,213.38	6,368.71	6,527.93	6,691.13	6,868.41	7,029.87	7,205.61	7,385.75	7,570.40
		70,956.29	72,741.97	74,560.52	76,424.54	78,335.15	80,293.53	82,300.87	84,358.39	86,467.35	88,629.03	90,844.76
AD7	Equipment Maintenance Mechanic	31.36	32.14	32.95	33.77	34.61	35.48	36.37	37.28	38.21	39.16	40.14
		2,508.71	2,571.42	2,635.71	2,701.60	2,769.14	2,838.37	2,909.33	2,982.06	3,056.61	3,133.03	3,211.36
		5,435.53	5,571.42	5,710.70	5,853.47	5,999.81	6,149.80	6,303.55	6,461.14	6,622.67	6,788.23	6,957.94
		65,226.36	66,857.02	68,528.45	70,241.66	71,997.70	73,797.64	75,642.58	77,533.65	79,471.99	81,458.79	83,495.26
AL8	Maintenance Worker I	21.87	22.42	22.98	23.55	24.14	24.74	25.36	26.00	26.65	27.31	28.00
		1,749.58	1,793.32	1,838.15	1,884.11	1,931.21	1,979.49	2,028.98	2,079.70	2,131.69	2,184.99	2,239.61
		3,790.76	3,885.53	3,982.67	4,082.23	4,184.29	4,288.90	4,396.12	4,506.02	4,618.67	4,734.14	4,852.49
		45,489.10	46,626.33	47,791.99	48,986.79	50,211.46	51,466.75	52,753.41	54,072.25	55,424.06	56,809.66	58,229.90
AL9	Maintenance Worker II	24.93	25.56	26.20	26.85	27.52	28.21	28.92	29.64	30.38	31.14	31.92
		1,994.80	2,044.67	2,095.78	2,148.18	2,201.88	2,256.93	2,313.35	2,371.19	2,430.47	2,491.23	2,553.51
		4,322.06	4,430.11	4,540.87	4,654.39	4,770.75	4,890.02	5,012.27	5,137.57	5,266.01	5,397.66	5,532.60
		51,864.74	53,161.36	54,490.40	55,852.66	57,248.97	58,680.20	60,147.20	61,650.88	63,192.15	64,771.96	66,391.26
AM1	Maintenance Worker III	37.60	38.54	39.50	40.49	41.50	42.54	43.60	44.69	45.81	46.95	48.13
		3,007.81	3,083.00	3,160.08	3,239.08	3,320.06	3,403.06	3,488.14	3,575.34	3,664.72	3,756.34	3,850.25
		6,516.92	6,679.84	6,846.84	7,018.01	7,193.46	7,373.30	7,557.63	7,746.57	7,940.24	8,138.74	8,342.21
		78,203.05	80,158.13	82,162.08	84,216.13	86,321.54	88,479.58	90,691.57	92,958.86	95,282.83	97,664.90	100,106.52
AM7	Treatment Plant Operator I	25.26	25.89	26.54	27.20	27.88	28.58	29.29	30.02	31.52	32.79	33.61
		2,020.51	2,071.03	2,122.80	2,175.87	2,230.27	2,286.03	2,343.18	2,425.53	2,521.97	2,622.99	2,688.57
		4,377.78	4,487.22	4,599.40	4,714.39	4,832.25	4,953.06	5,076.88	5,255.32	5,464.26	5,683.15	5,825.23
		52,533.35	53,846.68	55,192.85	56,572.67	57,986.99	59,436.66	60,922.58	63,063.90	65,571.17	68,197.84	69,902.78
AM8	Treatment Plant Operator II	28.34	29.05	29.78	30.52	31.29	32.07	32.87	33.69	34.54	35.40	36.28
		2,267.57	2,324.26	2,382.36	2,441.92	2,502.97	2,565.54	2,629.68	2,695.42	2,762.81	2,831.88	2,902.68
		4,913.06	5,035.89	5,161.79	5,290.83	5,423.10	5,558.68	5,697.65	5,840.09	5,986.09	6,135.74	6,289.13
		58,956.74	60,430.66	61,941.43	63,489.97	65,077.21	66,704.15	68,371.75	70,081.04	71,833.07	73,628.90	75,469.62
AM9	Treatment Plant Operator III	38.58	39.55	40.54	41.55	42.59	43.66	44.75	45.87	47.01	48.19	49.39
		3,086.79	3,163.96	3,243.06	3,324.14	3,407.24	3,492.42	3,579.73	3,669.23	3,760.96	3,854.98	3,951.36
		6,688.05	6,855.25	7,026.64	7,202.30	7,382.36	7,566.92	7,756.09	7,949.99	8,148.74	8,352.46	8,561.27
		80,256.63	82,263.05	84,319.62	86,427.61	88,588.30	90,803.01	93,073.09	95,399.91	97,784.91	100,229.53	102,735.27
OM1	Operations Manager	50.88	52.15	53.46	54.79	56.16	57.57	59.01	60.48	61.99	63.54	65.13
		4,070.42	4,172.18	4,276.48	4,383.39	4,492.98	4,605.30	4,720.43	4,838.45	4,959.41	5,083.39	5,210.48
		8,819.23	9,039.72	9,265.71	9,497.35	9,734.79	9,978.15	10,227.61	10,483.30	10,745.38	11,014.02	11,289.37
		105,830.82	108,476.59	111,188.50	113,968.22	116,817.42	119,737.86	122,731.30	125,799.59	128,944.58	132,168.19	135,472.40
AL5	General Manager	67.31	68.99	70.72	72.48	74.30	76.15	78.06	80.01	82.01	84.06	86.16
		5,384.62	5,519.23	5,657.21	5,798.64	5,943.61	6,092.20	6,244.50	6,400.62	6,560.63	6,724.53	6,892.65
		11,666.67	11,958.33	12,257.29	12,563.72	12,877.82	13,199.76	13,529.76	13,868.00	14,214.70	14,569.82	14,934.07
		140,000.00	143,500.00	147,087.50	150,764.69	154,533.81	158,397.16	162,357.09	166,416.02	170,576.42	174,837.83	179,208.78
AL4	Assistant General Manager	56.16	57.57	59.01	60.48	61.99	63.54	65.13	66.43	67.76	69.11	70.50
		4,492.98	4,605.30	4,720.43	4,838.45	4,959.41	5,083.26	5,210.48	5,341.36	5,420.64	5,529.05	5,639.64
		9,734.79	9,978.15	10,227.61	10,483.30	10,745.38	11,013.72	11,289.37	11,514.44	11,744.72	11,979.62	12,219.21
		116,817.42	119,737.86	122,731.30	125,799.59	128,944.58	132,164.66	135,472.40	138,173.23	140,936.69	143,755.43	146,630.53