



**DEPUTY DIRECTOR**  
**FINANCE**  
**OPERATIONS**  
**ENGINEERING**  
**HUMAN RESOURCES/RISK MANAGEMENT**

Job Status: Exempt  
Date Adopted: 05-13-2025  
Date Modified: 07-08-2025

Safety Sensitive Position

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

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**DEFINITION**

The Deputy Director provides professional-level support to the Assistant General Manager and/or General Manager/CEO. The deputy director assists in short—and long-term planning, development, and administration of the Department’s policies, procedures, and services. Successful performance of the work requires a professional background, as well as skills in coordinating departmental work with other District departments and public agencies.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished in that they are responsible for all functions and activities, as well as for developing, implementing, and interpreting District policy.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Recommend and assist in the implementation of department goals, objectives, policies, and priorities; develop strategies to build a sustainable organization and meet District strategic objectives.
2. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
3. Lead in the development and administration of the department's annual budget; recommend and assist with forecasting additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; and implement budgetary adjustments as necessary.
4. Assist in selecting, training, motivating, and directing department personnel; evaluate and review work for acceptability and conformance with department and District standards; coach, counsel, and recommend progressive discipline; respond to staff questions and concerns.
5. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; recommend and implement changes.

## **Deputy Director: Finance, Operations, Engineering, HR/Risk Management**

6. Assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
7. Interpret departmental policies and governing codes and regulations for departmental employees.
8. Make presentations to District committees and the Board of Directors.
9. Function as a member of the District's management team and actively address issues of concern to the District, which at times may not directly impact the area of specialization.
10. Perform related duties as assigned.
11. Regular attendance at the work site.

### **Example Of Essential Functions When Assigned To:**

#### **Finance**

- Recommends and assists in planning, organizing, and directing the District's financial activities, including bonds, payroll, accounting, cash management, investments, revenue collection, debt services, audits, procurement, asset inventory, insurance programs, and licensing services.
- Coordinate, review, evaluate, and recommend improvements to the District's administrative and financial internal control systems and procedures and ensure audit compliance.
- Assist the Chief Financial Officer/Director of Finance by coordinating and leading in the preparation of the annual operating, capital, and debt service budget and the Annual Comprehensive Financial Report (ACFR).
- Oversee the District's investment portfolio and assist with financial planning.
- Prepare financial reports as required by law; prepare various financial reports and analyses requested by the General Manager/CEO and Chief Financial Officer/Director of Finance.

#### **Human Resources/Risk Management**

- Advise the General Manager/CEO and heads of all District personnel on Human Resources/Risk Management policies, procedures, and employee relations issues.
- Perform highly responsible and complex professional and technical oversight in the development, administration, and operation of District-wide Human Resources and Risk Management functions or programs, including but not limited to recruitment, selection, compensation, benefits, performance evaluation, employee relations, classifications, regulatory compliance, Workers' Compensation, property, and liability, safety programs, security administration, claims management, and training and development.
- Represent the District in grievance, counseling, and disciplinary actions; administer and coordinate the provisions of the Employee Policy Manual.
- Oversee the development and implementation of new program elements and program modifications as necessary to meet stated goals and objectives.

## **Deputy Director: Finance, Operations, Engineering, HR/Risk Management**

- Monitor and coordinate the daily operation of the Human Resources/Risk Management Division.

### **Operations**

- Recommend and assist in implementing department goals, objectives, policies, and priorities; develop strategies to build a sustainable organization and meet District strategic objectives.
- Prepare and oversee division budgets; assist in budget implementation; forecast funds needed for staffing, projects, equipment, and capital; administer approved budget; recommend adjustments as necessary.
- Direct, oversee, and assist in managing the development and implementation of the department work plan; assign work activities, projects, and programs; monitor workflow; and evaluate work products, methods, and procedures.
- Recommends the appointment of personnel; supervises, evaluates, and directs the Water Treatment Division, Water Division, Wastewater Division, and Production Division.

### **Engineering**

- Plan, direct, and manage all District activities and programs involving civil engineering, project management, and construction; coordinate the District's programs and activities by incorporating input from other departments and divisions within the District.
- Manage, oversee, and-participate in various professional engineering work, including the preparation of plans and project specifications; direct and coordinate project inspections; and draft ordinances according to general instructions.
- Manage, oversee, and-participate in reviewing plans; evaluate compliance with laws, ordinances, and acceptable engineering standards; recommend corrections or improvements; and prepare legal descriptions and deeds for easements and right-of-ways.
- Prepare and evaluate requests for proposals relating to projects that require contract engineering work; direct the preparation of project cost estimates for competitive bidding purposes; review plans of consulting/engineering firms performing work for the District and evaluate their performance; prepare construction contract modifications and negotiate contract changes and change order costs.
- Compile and analyze statistical data and information; prepare technical reports relating to engineering projects and programs; assist in the preparation of projections for the department budget; and monitor expenditures.
- Research, analyze, and apply for various grants and other funding sources.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

Extensive knowledge of administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.

Interpret, apply, and explain applicable Federal, State, and local laws, codes, and regulations.

Public agency budgetary, contract administration, District-wide administrative practices, and general principles or risk management related to the functions of the assigned areas.

**Deputy Director: Finance, Operations, Engineering, HR/Risk Management**

Employee Policy Manual, procedures, and administration.  
 Principles of research and effective report preparation.  
 Administration, budgeting, and personnel management.

**Ability to:**

- Assist with planning, directing, and coordinating the work of the assigned Department.
- Prepare and administer a department budget.
- Communicate clearly and concisely, both orally and in writing.
- Research and prepare complex financial and long-range planning reports.
- Represent the interests of the District before various boards, committees, commissions, outside agencies, and the public.
- Select, train, supervise, and evaluate employees.
- Make sound and effective decisions regarding operational and personnel functions.
- Respond to emergency and problem situations in an effective manner.
- Understand, explain, and apply policies and procedures.
- Analyze unusual situations and resolve them through the application of management principles and practices.
- Develop comprehensive plans to meet future District needs/services.
- Deal constructively with conflict and develop effective resolutions.
- Develop new policies impacting divisional operations/procedures.
- Attend meetings and/or events on evenings and/or weekends.

**REQUIRED QUALIFICATIONS**

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

**FINANCE**

<b>Job Title</b>	<b>Deputy Director- Finance</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Eight (8) years of progressively responsible management experience in finance, accounting, budget management, debt administration, or finance. Including at least five (5) years in a supervisory capacity. Experience in governmental or water industry is preferred.</li> </ul>
<b>Education/Training</b>	<ul style="list-style-type: none"> <li>• Possession of a Bachelor's Degree in Accounting, Finance, Business Administration, Public Administration, or a related field.</li> </ul>
<b>Required License/Certification</b>	<ul style="list-style-type: none"> <li>• License as a Certified Public Accountant (CPA).</li> </ul>
<b>Desirable Degree/License/Certification</b>	<ul style="list-style-type: none"> <li>• Master's Degree in Accounting, Finance, Business Administration, or Public Administration.</li> </ul>
<b>DMV Class</b>	<ul style="list-style-type: none"> <li>• Possession of a valid California Class C driver's license and a satisfactory driving record.</li> </ul>

## Deputy Director: Finance, Operations, Engineering, HR/Risk Management

### HUMAN RESOURCES/RISK MANAGEMENT

<b>Job Title</b>	<b>Deputy Director- Human Resources/Risk Management</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Eight (8) years of progressively responsible management experience in human resources and risk management, including at least five (5) years in a supervisory capacity. Experience in the governmental or water industry is preferred.</li> </ul>
<b>Education/Training</b>	<ul style="list-style-type: none"> <li>• Possession of a Bachelor's Degree in Human Resources Management, Business Administration, Public Administration, or a related field.</li> </ul>
<b>Desirable Degree/License/Certification</b>	<ul style="list-style-type: none"> <li>• Master's Degree in Human Resources Management, Business Administration, or Public Administration.</li> </ul>
<b>DMV Class</b>	<ul style="list-style-type: none"> <li>• Possession of a valid California Class C driver's license and a satisfactory driving record.</li> </ul>

### OPERATIONS

<b>Job Title</b>	<b>Deputy Director-Operations</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Eight (8) years of progressively responsible management experience operating and maintaining large water distribution systems, wastewater collection systems, water treatment plants, and production facilities. Including at least five (5) years in a supervisory capacity.</li> </ul>
<b>Education/Training</b>	<ul style="list-style-type: none"> <li>• Possession of a Bachelor's Degree in Business Administration, Public Administration, or closely related technical field.</li> </ul>
<b>Required License/Certification</b>	<ul style="list-style-type: none"> <li>• Possession of a valid D5 <u>or</u> T5.</li> </ul> <p>In addition to either <u>one</u> of the following:</p> <ul style="list-style-type: none"> <li>• Valid T2</li> <li>• Valid D2</li> <li>• CWEA Collection System Maintenance Certificate, Grade 3</li> </ul>
<b>Desirable Degree/License/Certification</b>	<ul style="list-style-type: none"> <li>• Master's Degree in Business Administration or Public Administration.</li> </ul>
<b>DMV Class</b>	<ul style="list-style-type: none"> <li>• Possession of a valid California Class C driver's license and a satisfactory driving record.</li> </ul>

### ENGINEERING

<b>Job Title</b>	<b>Deputy Director-Engineering</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Eight (8) years of progressively responsible management experience in civil engineering, including experience in public water/wastewater/utility, design and construction, and or water resources. Including at least five (5) years in a supervisory capacity.</li> </ul>
<b>Education/Training</b>	<ul style="list-style-type: none"> <li>• Possession of a Bachelor's Degree in Civil Engineering, Mechanical Engineering, or a related field.</li> </ul>

## Deputy Director: Finance, Operations, Engineering, HR/Risk Management

### Required Qualifications (continued)

<b>Job Title</b>	<b>Deputy Director-Engineering</b>
<b>Required License/Certification</b>	<ul style="list-style-type: none"><li>• Possession of a Professional Engineering License in current and good standing in the State of California.</li></ul>
<b>Desirable Degree/License/Certification</b>	<ul style="list-style-type: none"><li>• Master's Degree in Civil Engineering, Mechanical Engineering, Business Administration, or a related field.</li></ul>
<b>DMV Class</b>	<ul style="list-style-type: none"><li>• Possession of a valid California Class C driver's license and a satisfactory driving record.</li></ul>

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

#### **Environment:**

Standard office setting; frequent interaction with District staff and the general public. Position regularly requires work outside of regular business hours, including after-hours; weekend work and travel is occasional.

#### **Physical:**

Incumbents require sufficient mobility to work in an office setting; stand and sit for prolonged periods of time; operate office equipment including computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information; use of hands repetitively to operate, finger, handle or feel office equipment and reach with hands and arms. Employees are frequently required to stand and walk.

#### **Mental:**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive and constantly changing deadlines and interact with those encountered during work, some of whom may be demanding, dissatisfied, or upset.

#### **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:**

Hear in normal audio range with or without correction.