



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

**SDLF Gold-Level of Governance**



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

**NOTICE OF THE REGULAR MEETING  
OF THE INTERNAL OPERATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY**

Thursday, May 9, 2019

**STANDING INTERNAL OPERATIONS COMMITTEE REGULAR MEETING 4:00 P.M.**

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

**Internal Operations Committee Members**

*Chair Robert Leete*

*Vice-Chair Kevin Graves*

**A. ROLL CALL**

1. Call business meeting to order 4:00 p.m.
2. Roll Call.

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

During Public Comments, the public may address the Committee on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Committee for consideration by filling out a comment form. The public will be called to comment in the order the comment forms are received. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Committee only. Any clarifying questions from the Committee must go through the Chair. Comments from the public do not necessarily reflect the view point of the Committee members.

**C. DRAFT MINUTES TO BE APPROVED**

1. February 28, 2019 Special Internal Operations Committee DRAFT meeting minutes.

**D. DISCUSSION ITEMS**

1. Discussion Regarding Approval of the Revised Bylaws.
2. Discussion Regarding Personnel Manual Draft Revisions regarding Part Time Workers.
3. Discussion Regarding Draft Classification Descriptions for Projects Manager and Assistant General Manager.
4. Discussion Regarding the Cancellation of the Internal Operations Committee meeting on June 5, 2019.
5. Discussion Regarding the Cancellation of the Board and Committee meetings on July 3, 2019.

**E. FUTURE DISCUSSION/AGENDA ITEMS**

**F. ADJOURNMENT**

1. Adjourn to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## SDLF Gold-Level of Governance



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

**MINUTES OF THE SPECIAL MEETING  
OF THE INTERNAL OPERATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
THURSDAY, February 28, 2019  
STANDING INTERNAL OPERATIONS COMMITTEE SPECIAL MEETING 4:00 P.M.  
Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**Internal Operations Committee Members**

*Chair Robert Leete  
Vice-Chair Kevin Graves*

- A. ROLL CALL**
1. Call business meeting to order 4:00 p.m. – By Chair Graves.
  2. Roll Call – All Present.
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**
- None.
- C. DRAFT MINUTES TO BE APPROVED**
1. November 8, 2018 Internal Operations Committee DRAFT meeting minutes – Approved.
- D. DISCUSSION ITEMS**
1. Discussion Regarding Chair and Vice-Chair.  
The decision of Chair and Vice-Chair for the year 2019 will be Chair Robert Leete and Vice-Chair Kevin Graves.
  2. Discussion Regarding the Message Board Policy.  
General Manager Davies – Provided a background and details regarding the Message Board Policy; land use permit, building permits, installation, and types of messages. The policy was also reviewed by the Communications Committee. There was discussion regarding the different sections of the policy; purpose, the number of days for messages (case by case basis), length of messages, appeal fee, and mobile sign board advertising fee. The consensus of the Internal Operations Committee is to recommend to the Board approval of the Message Board Policy.
- E. FUTURE DISCUSSION/AGENDA ITEMS**
- None.
- F. ADJOURNMENT**
1. The meeting adjourned at 4:10 p.m. to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 03-01-19  
<http://www.todb.ca.gov/agendas-minutes>

**DISCOVERY BAY COMMUNITY SERVICES DISTRICT**  
**INTERNAL OPERATIONS**  

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**COMMITTEE BYLAWS**  
**Revised May 9, 2019**

**Article I: Name of Committee**

The Discovery Bay Community Services District (“Discovery Bay”) Board of Directors (“Board”) has created the Internal Operations Committee (“Committee”).

**Article II: Function**

The Committee shall be an advisory standing committee that shall provide information and recommendations to the Board on matters relating to personnel policies and general administration of the organization.

**Article III: Membership**

Section 1. The Committee shall be comprised of 2 Board Members, TODB Staff and Consultants as necessary.

Section 2. The Committee members with voting authority shall consist of:

- a) two Directors as appointed by the Board

Section 3. Staff members selected by the General Manager shall also attend Committee meetings and assist the General Manager and appointed Directors with operation of the Committee.

**Article IV. Term of Office**

The Board appointees to the Committee shall serve for a term of two years.

**Article V: Meetings**

Section 1. The Committee shall establish a regular place and time for meetings of the Committee. Board Policy requires that all committee meetings occur at least once quarterly. Committee meetings for Internal Operations will be held at the Community Center, 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505 and will occur every even numbered month on the first Wednesday at 4:30 P.M.

Section 2. The Board may designate agenda items for any meetings of the Committee. The members of the Committee may also designate agenda items for consideration by the Committee that are consistent with the Committee’s designated function.

## **Article VI: Attendance**

The members of the Committee are expected to attend the meetings of the Committee on a regular basis.

## **Article VII: Removal**

The Board may recommend removal of any member of the Committee. A majority vote of the members of the Board shall be required to approve any removal of a Board Director.

## **Article VIII: Officers and Rules**

Section 1. The Committee shall elect from among its membership a Chair and Vice-Chair. The term of office for each shall be one year.

Section 2. The Committee may adopt rules and procedures for its meetings. The Committee shall conduct all proceedings in conformity with Robert's Rules of Order and the Brown Act.

## **Article IX: Staff**

The staff of Discovery Bay shall be available to aid the Committee in its work and a staff member shall serve as Secretary to the Committee.

## **Article X: Required Training**

State law (AB 1234) requires that local officials that receive compensation, salary, stipends, or expense reimbursements must receive training in public service ethics laws and principles every two years. The requirement applies not only to the governing body of a local agency, but also commissions, committees, boards, or other local agency bodies, whether permanent or temporary, decision-making or advisory. Committee members must receive training within one year of becoming a member, and thereafter, receive training every two years while still on the committee.

## **Article XI: Amending Bylaws**

Section 1. These bylaws may be amended by a two-thirds (2/3) vote of all voting members of the Committee.

Section 2. Notice of any proposed amendment must be given to all members of the Committee at least one week prior to the meeting at which the amendment is proposed to occur.

## ARTICLE 2 EMPLOYMENT STATUS

Section 2.1. Employee Classifications. Employee classifications are as follows:

A. Regular Full-Time Employees. An employee who is regularly scheduled to work not less than thirty (30) hours per week for a period of indefinite duration is referred to as a regular full-time employee. A regular full-time employee is eligible for the benefits described in this Manual.

B. Regular Part-Time Employees. An employee who is regularly scheduled to work less than thirty (30) hours per week for a period of indefinite duration is referred to as a regular part-time employee. Regular part-time employees are eligible for benefits only as specifically described in this Manual.

C. Part Time, Seasonal, and Temporary Employees. Part Time, Seasonal, and Temporary Employees (“PST Employees”) are persons hired to work on special projects or assignments with the understanding that such work will be completed within a specified period of time. When the need arises, the Town may hire employees for a temporary period or contract out and may use a temporary staffing contract service or agency independent of the Town. PST Employees do not become regular employees as a result of the passage of time. PST Employees are not eligible for the benefits described in this Manual.

D. “Full-Time Temporary” Employees. “Full-Time Temporary” employees, at the time of employment, are expected to work one year or longer.

E. Exempt/Nonexempt Employees. Exempt employees are those employees who are exempt from earning overtime compensation; nonexempt employees are those employees eligible for overtime compensation in accordance with the provisions of applicable wage and hour laws. Overtime compensation requirements are set forth in the Section 4 of this Manual entitled “Hours of Work, Overtime, and Pay Day”. The employment positions of the General Manager, Assistant General Manager, Finance Manager, Parks and Landscape Manager, and Water and Wastewater Manager are exempt. Other positions may or may not be exempt, and the status of the employee in that position will be established at the time of hiring, depending on the duties and responsibilities of the position.

F. Hiring Powers. The General Manager and Legal Counsel are hired by and serve at the pleasure of the Board. All other employees of the Town are hired by and serve at the pleasure of the General Manager, subject to this Manual and Board approval of the authorized position schedule. The authorized position schedule is located within the Town’s annual budget.

Section 2.2. Employee Benefits. Regular Full-Time Employees will receive the following benefits:

A. Medical Benefit. The Town provides medical coverage to its eligible employees and their dependents. Contact Human Resources for available plans and details.

**ARTICLE 3  
HOLIDAYS AND TIME OFF**

Section 3.1. Holidays. The Town observes the following holidays:

New Year's Day, January 1<sup>st</sup>  
President's Birthday, the third Monday in February  
Memorial Day, the last Monday of May  
Independence Day, July 4<sup>th</sup>  
Labor Day, the first Monday in September  
Thanksgiving Day, the fourth Thursday of November  
Friday Following Thanksgiving, the fourth Friday of November  
Christmas Eve, December 24<sup>th</sup>  
Christmas Day, December 25<sup>th</sup>  
Winter Closure\* (12/26 – 12/31)  
Floating Holiday

\* The Winter Closure are those four weekdays beginning December 26 up to and including December 31<sup>st</sup> of each year. Employees are required to take one of the following during the Closure: administrative time, floating holiday or vacation day. The Winter Closure only applies to non-essential personnel.

A. Eligibility. Unless otherwise provided in this policy, all regular full-time employees will receive holiday time off with pay at their normal base rate unless otherwise provided in this Manual. ~~Regular part-time employees receive holiday time off, with pay pro-rated according to the number of weekly hours they are scheduled to work.~~ Part-Time Seasonal Temporary Employees are not eligible for paid holiday benefits with the exception of a "Full-Time Temporary" employee who, at the time of employment, is expected to work for one year or longer will also receive paid holiday benefits. Moreover, all employees are ineligible for holiday benefits while they are on leave of absence.

B. Holidays and Weekends. Holidays are to be taken on the day they occur. Holidays which fall on Saturday will be observed the preceding Friday, and those which fall on Sunday will be observed the following Monday. Holidays that occur during an eligible employee's vacation will not be counted as vacation days taken.

C. Pay In Lieu of Time Off. The Town may, in its sole discretion, require some or all employees to work on Town-observed holidays, in which case the Town will provide pay in lieu of time off.

Section 3.2. Vacation Policy. The Town provides vacation benefits to eligible employees to enable them to take paid time off for rest and recreation. The Town believes this time is valuable for employees in order to enhance their productivity and to make their work experience with the Town personally satisfying.

A. Vacation Accrual. All regular full-time employees, whether exempt or nonexempt, are eligible to accrue vacation benefits based on their continuous service, measured

from the date of hire. A “Full-Time Temporary” employee, who, at the time of employment, is expected to work one year or longer, is also eligible to accrue vacation benefits. ~~All regular part-time employees are eligible to accrue vacation benefits on a pro rata basis, according to the number of weekly hours they are scheduled to work.~~ “Continuous length of service” is defined as service that is uninterrupted by termination of employment and subsequent rehire by the Town or a break in service that has been bridged. No vacation may be taken during the first year of service, unless otherwise permitted by the General Manager. Vacation accrues according to the following schedule:

<b>Years of Continuous Service</b>	<b>Vacation Accrual</b>
Date of hire through the first year	5/12 of one day for each full month worked up to a maximum of 5 days (40 hours) per year.
Second year through fifth year	10/12 of one day for each full month worked up to a maximum of 10 days (80 hours) per year.
Sixth year through tenth year	15/12 of one day for each full month worked up to a maximum of 15 (120 hours) days per year.
Eleventh year and thereafter	20/12 of one day for each full month worked up to a maximum of 20 (160 hours) days per year.

B. PST Employees. Part-Time Seasonal Temporary employees do not accrue vacation benefits, with the exception that a “Full-Time Temporary” employee who, at the time of employment, is expected to work for one year or longer will also receive paid vacation benefits.

C. Maximum Accrual. Vacation accruals may not exceed 2 times an employee’s current annual entitlement (e.g., Maximum Accrual: 40 days for an employee with more than ten years of service. Once this maximum is reached, all further accruals of vacation will cease. Vacation accruals will recommence after the employee has taken vacation and his or her accrued hours have dropped below the maximum.

D. Pay in Lieu of Vacation. No employee will receive pay in lieu of vacation except on the termination of his or her employment, as described in Paragraph F, below, unless the employee has deferred his or her vacation at the Town’s request.

E. Vacation Accrual During Periods of Leaves of Absence. Employees do not accrue vacation during an unpaid leave of absence. Vacation accruals recommence when the employee returns to work from an unpaid leave of absence. Employees will continue to accrue vacation during paid leaves of absence or while on disability salary continuation.

F. Vacation Pay on Termination. On termination of employment, employees are paid all accrued but unused vacation through their last day worked at their base rate of pay at the time of termination.

G. Vacation Approval. All vacations must be approved in advance by the employee’s immediate supervisor.

D. Pay in Lieu of Bonus Leave. No employee will receive pay in lieu of Bonus Leave except on termination of employment, in which case the employee will receive all awarded but unused Bonus Leave through their last day worked at their base rate of pay at the time of termination.

Section 3.4. Sick Leave. In order to help prevent loss of earnings that may be caused by accident or illness, the Town has established paid sick leave.

A. Eligibility. All regular full-time employees are eligible for 3.08 hours of sick leave each pay period, or ten (10) days per year. ~~Regular part-time are eligible to accrue sick leave on a pro-rata basis.~~ All part-time, seasonal and temporary employees who works in California for 30 or more days within a year from the beginning of employment, is entitled to paid sick leave, as stipulated in Section D, Accrual, below.

B. Use. Sick leave may be taken for a personal illness, an emergency, a disability, or for a family care or medical leave as described in the Town's "Leaves of Absence" policy (Section 3.5). Eligible employees may also use sick leave for diagnosis, care, or treatment of an existing health condition of, or preventative care for a child, parent, spouse, domestic partner, stepparent, stepchildren, in-law, grandparent, or grandchild of the employee. For an employee who is the victim of domestic violence, sexual assault, or stalking, the employee may use sick leave for the purposes described in subdivision (c) of Section 230 and subdivision (a) of Section 230.1 of the California Labor Code. Additionally, hours missed for medical and dental appointments will be treated as sick leave. Sick leave must be taken by eligible employees in increments of at least one hour. The Town retains the right to request verification from a licensed health care provider for all absences due to illness or disability. Sick pay may be withheld if the employee does not provide a satisfactory verification.

C. Compensation for Sick Leave. Eligible employees will receive pay at their normal base rate for any sick leave taken. No employee will receive pay in lieu of sick leave, except as provided by Section 3.4.F, and employees will not be paid for any accrued but unused sick leave upon termination of employment. If an employee separates and is rehired within one year, the employee is entitled to have his or her previously accrued and unused sick leave reinstated upon rehiring.

D. Accrual of Sick Leave. Regular full-time employees accrue 3.08 hours of sick leave per pay period ~~and regular part-time employees accrue sick leave on a pro-rata basis.~~ Employees, including part-time, seasonal and temporary employees, will earn at least one hour of paid leave for every 30 hours worked, but not more than 24 hours in a calendar year. Accrual begins on the first day of employment. Eligible employees may carry over accrued but unused sick leave from one calendar year to the next. However, sick leave may only be accumulated up to a total of 160 hours for regular full-time ~~and part-time~~ employees and 48 hours for part-time, seasonal and temporary employees. Employees will not accrue sick leave during any unpaid leave of absence.

E. Approval. Whenever possible (e.g., for a scheduled doctor's or dentist's appointment), employees must seek approval from their immediate supervisor prior to taking their

Qualifying employees who wish to request this leave must provide the Town with a written request for such leave within two business days of receiving official notice that the military spouse or domestic partner will be on leave from deployment. The employee must also provide written documentation to the Town certifying that the military member will be on military leave from deployment.

(3) Jury and Witness Duty. The Town will provide employees time off to serve, as required by law, on a jury or grand jury if the employee provides reasonable advance notice. The Town will also provide employees with time off to appear in court or other judicial proceedings as a witness to comply with a valid subpoena or other court order. The Town will compensate employees up to five (5) days of service per calendar year. Any service under this Section exceeding five (5) days per calendar year will be unpaid. However, Regular Full-time exempt employees who work any portion of a workweek in which they also serve on jury duty or appear as a witness will receive their full salary for that workweek. Employees may elect to substitute accrued vacation during any unpaid leave due to jury duty or a witness appearance. No overtime shall be paid under this Section.

Pursuant to Code of Civil Procedure Section 215(b) and Government Code Section 481.200, employees shall complete the Government Waiver Form that will stop the jury payment for days in which the Town compensates the employee for service. If the Government Waiver Form is not available, any payment or fees received by the employee for service under this Section by the Court for days in which the Town compensates the employee for service shall be submitted to the District.

Employees are required to provide reasonable advance notice of the need for jury/witness leave. Employees also are expected to report to work each day or portion of a day they are not performing jury/witness duty.

(4) Leave to Attend Children's School at Teacher's Request. The Town will grant employees who are parents or guardians of a pupil time off without pay to appear at their children's school pursuant to a teacher's request under Education Code section 48900.1, if the employee, prior to taking the time off, gives reasonable notice to the Town that he or she is requested to appear in the school.

(5) Leave for Educational/Daycare Purposes. At any time that it regularly employs twenty-five (25) or more persons, or as otherwise required by applicable federal and state law, the Town will grant employees time off without pay for up to forty (40) hours per calendar year, but no more than eight hours in any calendar month, to participate in the activities of schools or licensed child daycare facilities attended by their children. Employees must substitute accrued vacation for purposes of a planned absence under this Section.

Employees wishing to take time off under this Section must provide their supervisors with reasonable notice of the planned absence. If both parents of a child are employed by the Town at the same worksite, the request for time off under this Section will be granted to the first parent to provide notice of the need for time off. The request from the second parent will be accommodated if possible.



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## PROJECTS MANAGER

**\$70.00/hour – Regular Part-time**

FLSA Designation: Non-Exempt  
Established: July 1, 2019  
Revised:

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.

**DEPARTMENT / DIVISION** Senior Management

### SUMMARY DESCRIPTION

Receives general direction from the General Manager. Provides highly responsible and complex oversight of District-Wide projects as assigned by the General Manager. Represents the District's interests by providing professional and technical oversight in the design, investigation, inspection, acquisition, engineering and construction of capital improvement projects and other specialty assignments. Coordinates assigned activities with other departments, outside agencies, consultants, contractors and the Town's management team. Writes reports of a complex and technical nature, maintains appropriate work records and serves as a technical resource.

### IDENTIFYING CHARACTERISTICS

The Projects Manager is an "at-will" position responsible for performing oversight of the District's more complex and technical projects as assigned by the General Manager. The incumbent is tasked with providing services that include, but is not limited to, advice, counsel, strategy, problem-solving and guidance. The Projects Manager is expected to be on job sites as required, report to Town facilities and offices as needed, and may work from home as approved by the General Manager. As a regular part-time employee, all hours worked are at the approval of the General Manager and shall not exceed twenty-nine (29) hours per week.

### ESSENTIAL FUNCTIONS

### REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

1. Relevant to assigned work, analyzes the Town's needs and makes recommendations for developing and implementing programs, policies, procedures, ordinances and work practices. Maintains oversight and management responsibility for the design, survey, implementation, construction, and inspection of capital improvement projects and specialty assignments.
2. Coordinates assigned projects with consultants, engineers, contractors, outside agencies, boards, commissions and affected Town departments. Ensures compliance with regulations and reporting requirements.
3. Reviews all engineering activities including design, maps, plans, surveying and inspection.

4. Participates in the development and administration of budgets; directs and forecasts additional funds needed for staffing, equipment, materials, and supplies; monitors and recommends expenditures and mid-year budget adjustments.
5. Formulates short and long-range plans for the community's infrastructure in conjunction with other management personnel.
6. Reviews parcel maps, lot line adjustments and plan submittals.
7. Coordinates efforts among contractors, engineers, builders, operators, consultants, utility companies, other agencies and the general public.
8. Reviews easement and right-of-way dedications.
9. Reviews and/or prepares plans and specifications; prepares quantity and cost estimates; assists in the development of design procedures; interprets the application of design criteria; checks plans and specifications for accuracy of design and completeness; coordinates requirements for obtaining bids.
10. Interprets, plots and supervises field survey data; reviews laboratory tests; performs field inspections; provides assistance in the interpretation of plans and resolution of problems during construction; reviews as-built plans to ensure compliance with original plans and specifications.
11. As required, maintains logs and writes documents that may include Requests for Proposals and CEQA reports; collects all required inspection approvals; prepares staff reports for the Board; monitors progress on assigned projects to ensure compliance with time and cost schedules for completion; prepares change orders; reviews contractor's estimates and prepares and reviews progress payments.
12. Interprets codes and regulations in the preparation and implementation of projects; calculates valuation; coordinates plan review process with other departments and agencies.
13. Administers and enforces Town codes and standards on projects; addresses and responds to citizen concerns related to work assignments.
14. Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, Town management and staff, and the public.
15. Perform related duties as assigned.

#### **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

#### **Knowledge of:**

Modern principles and practices of Capital Improvement Project construction and project management; principles, procedures, practices, and standards of civil engineering; surveying methods and techniques; strength of materials and stress analysis; CEQA requirements; public engineering laws, ordinances, codes, specifications and plans; applicable federal, state and local laws, codes and regulations. Objectives, principles, procedures, standards, practices, trends and innovations in the areas of civil engineering and public administration. Experience interpreting Federal, State and local laws, policies, procedures, regulations, maps and funding sources. Federal aid project reimbursements and invoicing. California Building Codes and the Americans with Disabilities Act. Selecting, overseeing, and evaluating adequacy of consulting engineering services; preparing requests for proposal and CEQA documents; coordinating contract activities and providing technical advice and interpretation as required. Making presentations before various groups, including Town Board of Directors, Committees, Commissions and professional and public meetings as needed. Entrepreneurial methods and techniques used in the public sector. Principles and techniques of budget development and administration. Safe work practices and related regulations. Principles of public speaking, conflict resolution and excellent customer service.

#### **Ability to:**

Serve as the project manager on one or more Capital Improvement Projects; prepare accurate plans, specifications, cost estimates, change orders and engineering reports; make accurate engineering computations; analyze and evaluate design drawings and specifications; prepare and

manage project budgets; negotiate with citizens, property owners, contractors and other agencies; maintain detailed project management records and documentation; learn and apply established principles and practices of civil engineering; manage the work of outside consultants, contractors, engineers and builders; administer programs involving federal, state and local grants; promote and enforce safe work practices; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**EDUCATION AND EXPERIENCE:**

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

Bachelor's Degree from an accredited college or university in Civil Engineering or a closely related field is required. Master's degree and/or professional accreditations are highly desirable.

**License:**

Valid California Certificate of Registration as a Professional Engineer in Civil Engineering required. Possession of a valid California driver's license is required.

**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:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

**Physical:** Essential and marginal functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; operating motorized equipment and vehicles and using a personal computer. Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment and acute hearing is required when providing phone and face-to-face service. The need to lift, carry, pull and push tools, supplies and other equipment weighing up to 25 pounds is also required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Note:** All employees of the Town of Discovery Bay Community Services District are designated by state law to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may

be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.

DRAFT



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## ASSISTANT GENERAL MANAGER

**\$46.75 – \$58.38/hour, \$97,232 – \$121,429/year**

FLSA Designation: Exempt  
Established: July 2019  
Revised:

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.

**DEPARTMENT / DIVISION** Senior Management

### SUMMARY DESCRIPTION

Receives general direction from the General Manager. Provides highly responsible and complex management and administrative assistance to the General Manager in coordinating and directing District-wide departmental activities and operations; assists the General Manager in executing the long-term vision for the District in collaboration with the Board of Directors and District managers; provides leadership to all District departments to enable department managers to effectively and efficiently maximize available resources; ensures provision of services to District customers and community residents; coordinates assigned activities with District departments, officials, outside agencies, consultants, contractors, and the public; provides highly responsible and complex professional assistance to the General Manager in areas of expertise; acts as General Manager in his/her absence; performs related work as required.

### IDENTIFYING CHARACTERISTICS

The Assistant General Manager class is characterized by the responsibility to assist the General Manager in the overall administration and management of operations, functions and activities related to the District; including short- and long-term planning and policy development. The Assistant General Manager regularly interacts with the General Manager, Board of Directors, and departmental representatives in obtaining information and coordinating projects. Successful performance of the work requires knowledge of public policy, including the role of the elected Board of Directors. The incumbent is accountable for accomplishing District-wide planning and operational goals and objectives within general policy guidelines. This classification is distinguished from the next higher classification of General Manager in that the latter has overall responsibility for administering the District's operations.

### ESSENTIAL FUNCTIONS

### REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

1. Assists and advises the General Manager; relieves the General Manager of administrative detail.

2. Manages the coordination and preparation of the budgets, funding mechanisms and budget control activities; reviews and approves funding reporting; makes recommendations to the General Manager on funding opportunities.
3. Responds to resident complaints and requests for information that cannot be handled at lower staff levels.
4. Coordinates assigned activities of the General Manager's Office with internal departments and with outside agencies; assists in the installation of new programs and procedures.
5. Contributes to the overall quality of the District's service provision by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
6. Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, Town management and staff, and the public.
7. Assist in the development, planning and implementation of goals and objectives related to the overall administrative activities and operations of the Town; recommend and administer policies and procedures.
8. Makes presentations to the Board of Directors and a variety of boards and committees; attends and participates in professional group meetings; stays abreast of new trends and innovations in the management and administration of District services and programs.
9. Investigate and prepare reports on specific requests and complaints pertaining to various activities.
10. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the General Manager
11. Participates in the preparation, coordination, and presentation of the Town's annual budget, capital improvement budget, and internal fiscal control measures; participates in the development and presentation of financial forecasts and historical information including reviewing expenditures and revenues.
12. Coordinates and participates in providing responsible staff assistance and professional analysis and advice to the General Manager, Town Counsel, and other Town Standing Committees as assigned; attends Town Board of Director meetings and other public meetings to assist or represent the General Manager.
13. Supervises and/or conducts studies, surveys, and the collection of information on difficult operational and administrative problems; analyzes findings and prepare reports of practical solutions for review.
14. Serve as the Acting General Manager in the absence of the General Manager.
15. Perform related duties as assigned.

## **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

### **Knowledge of:**

Operations, services, and activities of a Community Services District. Advanced principles and practices of public and local government administration. Principles and practices of public personnel administration, program development and administration, fiscal and strategic planning, Special District finance and budget preparation and administration. Current social, political, and economic trends and operating characteristics/problems of Special District government. Government, Board, and local and state legislative processes. Methods of analyzing, evaluating, and modifying administrative procedures. Methods and techniques for goal setting and program evaluation. Principles of supervision, training, and performance evaluation. Decision making techniques. Pertinent federal, state, and local laws, codes, and regulations. Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government. Methods and techniques of research, statistical analysis, and report presentations. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability to:**

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the District and assigned program areas. Work cooperatively with, provide staff support to, and implement the policies of the General Manager and Board of Directors. Prepare and administer large and complex budgets; allocate resources in a cost-effective manner. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures. Research, analyze, and evaluate new service delivery methods, procedures, and techniques. Effectively administer special projects with contractual agreements and ensure compliance; effectively administer a variety of programs and administrative activities. Conduct effective negotiations and effectively represent the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations. Speak effectively in public. Prepare clear and concise reports, correspondence, policies, procedures, agendas and other written materials. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports. Establish and maintain a variety of filing, recordkeeping, and tracking systems. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines. Operate office equipment and computer applications related to the work. Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations. Use English effectively to communicate in person, over the telephone, and in writing. Establish, maintain, and foster positive and effective internal and external working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

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

Equivalent to graduation from an accredited four-year college or university with major coursework in public or business administration, finance, or a related field and seven (7) years of increasingly responsible professional experience in public agency administration of which five (5) years should be in a management capacity.

**License:**

Possession of, or ability to obtain, an appropriate driver's license may be required for some positions.

**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:** Employees typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, and the public in providing customer service, explaining Town policies and procedures, and requesting and providing information.

Depending on assignment, employees may occasionally work in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, rain, vibration, dust and fumes. Incumbents are required to work on all types of floor surfaces and are required to wear appropriate attire for the work area and existing conditions. May be required to work on evenings, weekends and holidays.

**Physical:** Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person,

before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required, as well as standing and walking at various field sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Must be able to travel by automobile and to inspect/visit various District locations/facilities.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Note:** All employees of the Town of Discovery Bay Community Services District are designated by state law to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.