Job Description

Position:	**Assistant General Manager**	**Position Status:**	**Full-Time**
Department:	**Administration**	**Union & FLSA Status:**	**Exempt – At Will**
Reports to:	**General Manager**	**Adopted/Revised:**	**June 2026**

DEFINITION:
Under general direction from the General Manager, plans, directs, organizes, integrates, manages, and provides executive oversight of assigned District departments, programs, services, strategic initiatives, and organizational priorities; serves as ReGen Monterey's Assistant General Manager and designated second-in-command; acts on behalf of the General Manager when delegated; directs and coordinates implementation of Board policies, Strategic Plan objectives, annual business plan priorities, emergency preparedness, business continuity, disaster recovery, operational performance, capital improvement coordination, risk mitigation, and cross-department initiatives; provides executive leadership to assigned department directors and management staff; ensures assigned functions serve the needs of ReGen in compliance with applicable laws and regulations; provides complex administrative, operational, and policy support to the General Manager; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:
This executive management classification serves as ReGen's Chief Operating Executive and principal advisor to the General Manager on operational performance, organizational execution, emergency preparedness, business continuity, capital project implementation, risk mitigation, and interdepartmental coordination. Within assigned areas of accountability, the incumbent operates with substantial latitude and discretion to achieve effective and efficient utilization of resources in serving ReGen's mission. The Assistant General Manager provides executive oversight of assigned department directors and management staff while preserving the technical, professional, financial, communications, safety, and operational authority assigned to individual departments. The position is distinguished from department director classifications by its enterprise-wide scope, responsibility for cross-department alignment, acting General Manager authority when delegated, and accountability for implementation of District-wide priorities. A person appointed to the Assistant General Manager classification is an "at-will" employee and is a member of the Senior Team.

ESSENTIAL FUNCTIONS:
The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of essential functions. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

- Acts on behalf of the General Manager when delegated and serves as ReGen's designated executive backup for assigned administrative, operational, and organizational matters.
- Provides day-to-day executive leadership and coordination to assigned department directors and management staff to ensure implementation of Board direction, Strategic Plan objectives, annual business plan priorities, and District policies.
- Plans, organizes, integrates, and evaluates the work of assigned departments to ensure services comply with the policies and strategic direction set by the General Manager, Board of Directors, and all applicable laws and regulations.
- Coordinates cross-department initiatives involving operations, engineering and compliance, safety and risk, communications, finance, administration, human resources, and other assigned functions to ensure organizational alignment and follow-through.

- Provides executive oversight of emergency preparedness, business continuity, operational continuity, disaster recovery, and incident response planning in coordination with the Sr. Safety & Risk Manager and assigned department leaders.
- Provides executive oversight and coordination of operational performance measures, organizational dashboards, project status reporting, enterprise initiatives, and corrective action follow-up.
- Coordinates major capital, operational, regulatory, communications, procurement, and safety initiatives to ensure fiscal, operational, compliance, public information, and Board-level impacts are evaluated before implementation.
- Reviews and evaluates work methods, service delivery models, staffing approaches, operating procedures, and performance measures to improve effectiveness, accountability, safety, customer service, and fiscal sustainability.
- Participates in the development, administration, and monitoring of assigned operating and capital budgets; participates as needed in reviewing these budget needs; and supports budget recommendations consistent with District priorities and long-term sustainability.
- Provides executive review of major contracts, procurements, consultant agreements, regulatory matters, and Board agenda items for organizational alignment, risk, operational continuity, fiscal impact, and implementation readiness.
- Represents ReGen Monterey in meetings with public officials, regulatory agencies, member agencies, industry organizations, community representatives, contractors, vendors, employees, and the public as requested or assigned.
- Leads or coordinates special projects, organizational studies, operational reviews, process improvements, and enterprise initiatives assigned by the General Manager.
- Participates in major negotiations with contractors, consultants, vendors, public agencies, and other external stakeholders as assigned.
- Prepares and presents staff reports, recommendations, analyses, and other necessary correspondence to the General Manager, Board of Directors, committees, member agencies, regulatory agencies, community groups, and other stakeholders.
- Provides leadership, coaching, performance management, and development for assigned directors, managers, and staff; supports corrective action and discipline in accordance with ReGen policies, personnel rules, and labor contract provisions where applicable.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:
The incumbent provides direct supervision of department directors, managers, and other executive, management, professional, administrative, safety, communications, or operational staff as designated by the General Manager. The incumbent provides direct oversight of multiple departments and functions, including but not limited to: Operations, Engineering & Compliance, Communications, Safety & Risk, Finance & Accounting, and other assigned areas. Department-specific technical authority remains with the responsible department director, manager, or professional classification unless expressly delegated by the General Manager.

QUALIFICATIONS AND RESPONSIBILITIES:
The following generally describes the knowledge and ability required to successfully perform the assigned duties.

Core Competencies:

- Executive Leadership & Accountability
- Operational Judgment & Risk Management
- Strategic Execution
- Emergency Management & Business Continuity
- Communication
- Collaboration
- Ethics & Integrity

Knowledge of:

- Advanced principles and practices of public administration, organizational management, strategic planning, policy development, and program evaluation.
- Principles and practices of solid waste management, recycling, landfill operations, materials recovery, environmental compliance, facility operations, and public works or utility operations.
- Principles and practices of budgeting, capital improvement planning, expenditure control, procurement, contract administration, rate development, and long-term financial sustainability.
- Emergency management, business continuity, disaster recovery, incident response, risk mitigation, occupational safety, and public agency liability concepts.
- Organization and functions of an elected Board of Directors, Brown Act requirements, public meeting protocols, and public agency governance.
- Labor relations, performance management, employee development, succession planning, supervision, training, and evaluation.
- Research methods, data analysis, performance measurement, operational dashboards, and effective report writing and presentation.

Skills and Ability to:

- Plan, organize, direct, coordinate, and evaluate complex District programs, operations, projects, and cross-department initiatives.
- Provide executive oversight while preserving the technical, financial, engineering, communications, safety, and operational authority assigned to individual departments.
- Analyze complex problems, identify alternative solutions, project consequences of proposed actions, and implement effective recommendations.
- Prepare and present clear, concise, and comprehensive reports, recommendations, and presentations to the Board, committees, regulators, staff, and the public.
- Coordinate emergency preparedness, business continuity, operational continuity, disaster recovery, and incident response activities at the executive level.
- Represent the organization effectively in negotiations, interagency coordination, regulatory meetings, public meetings, and stakeholder discussions.
- Exercise sound, independent judgment within established policy guidelines.
- Communicate effectively and professionally, both orally and in writing.

TRAINING, EDUCATION AND EXPERIENCE:
A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, engineering, environmental management, finance, organizational leadership, or a related field is required. In lieu of a degree, an equivalent combination of extensive work experience in a management/lead position in a public/private agency responsible for solid waste management, recycling, or landfill operations (including responsibility of formulation/implementation of programs, budgets, operations) may be considered.

Ten (10) years of broad and progressively responsible executive, administrative, operational, engineering, public works, utility, solid waste, environmental, finance, or public agency management experience required, including at least five (5) years of supervisory or lead responsibility in the scope of experience. At least (5) years' experience in a public agency, special district, utility, solid waste management, recycling, landfill operations, environmental compliance, or similarly complex enterprise operation is required.

REQUIRED LICENSES AND CERTIFICATIONS:

- Possession of a valid California driver's license.
- Manager of Landfill Operations (MOLO) certification issued by the Solid Waste Association of North America (SWANA) is desirable or must be obtained within one year of employment if required by the General Manager.
- Completion of emergency management or incident command training is desirable.

PHYSICAL AND SENSORY REQUIREMENTS:
The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this class, employees are regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms; occasionally bend, stoop, lift and/or carry objects weighing up to 25 pounds individually. Employees are occasionally required to walk and stand on even and uneven surfaces, grounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands
While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex policy, financial, operational, regulatory, and organizational 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 deadlines and interact with Board members, all levels of ReGen management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.

Special Demands
Must be able to actively participate in public meetings including giving presentations in person and on camera before the Board of Directors and members of the public. May be required to respond to

emergency situations, operational disruptions, regulatory incidents, or continuity events outside of normal working hours.

Work Environment

Employees work under typical office conditions, and the noise level is usually quiet, with occasional exposure to dirt, grease, foul odors, operational facilities, outdoor conditions, and other site-related elements.

Adopted:
Revised: 06-2026