



CLASS SPECIFICATION

07/13/06

ASSISTANT GENERAL MANAGER, ENVIRONMENTAL AFFAIRS DEPARTMENT, 7319

Summary of Duties: Assists the General Manager Environmental Affairs in planning, organizing, and supervising the program, personnel and administrative activities of the Environmental Affairs Department; acts for the General Manager in the latter's absence; and, does related work.

It is anticipated that this position will be hired exempt from Civil Service under the provisions of Charter Section 1001 (a), (4).

Distinguishing Features: The Assistant General Manager, Environmental Affairs Department assists the General Manager in the management of the Environmental Affairs Department. An employee of this class is next in line to the General Manager, Environmental Affairs Department, and assumes full responsibility, acting on the General Manager's instructions in the latter's absence and otherwise represents the Department officially in public, and assumes full executive responsibilities in the administration of the Department.

A major responsibility of the incumbent is to relieve the General Manager for the necessity of devoting close attention to a variety of administrative and operational problems and details. As a consequence, an employee of this class has considerable responsibility for planning, directing and coordinating the activities of the Department as delegated by the General Manager. The Assistant General Manager, Environmental Affairs Department exercises independent judgment in solving internal organizational and administrative problems, subject to the approval of the General Manager, Environmental Affairs Department.

Examples of Duties: The Assistant General Manager, Environmental Affairs Department:

- Assists the General Manager Environmental Affairs Department in the administration of the Department;
- Plans, directs and controls the administrative and programmatic operations of the divisions of the Environmental Affairs Department;
- Discusses organization and administrative problems with division heads and makes appropriate recommendations to the General Manager;
- Determines Departmental personnel needs and methods for administration and control; Prepares directives to effect Departmental policies and administrative decisions;
- Coordinates the work of the Department by conducting staff conferences on general operational problems, making major work assignments, and establishing broad administrative policy and procedures;

- Assists the General Manager in the design and administration of the Mobile Source Pollution Abatement Program;
- Assists the General Manager in the promotion of environmental and greening awareness;
- Assists with generating revenue for the Department, at the direction of the General Manager; Assists in the development and coordination of special activities and events;
- Acts on the General Manager's instructions;
- Represents the Department at meetings and conferences;
- Fulfills managerial responsibilities as set forth by the City's Personnel Department;

May occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications: It is desirable that the Assistant General Manager, Environmental Affairs Department have the following knowledges and abilities:

Knowledge of:

- The principles and practices of public administration applicable to the management of a City department including budget preparation and control and human resource management;
- The Los Angeles City Charter and Administrative Code provisions, ordinances and regulations and the laws and regulations of the State and Federal governments concerning environmental affairs;
- The issues, problems, sources, and corrective programs related to air pollution, water pollution, land use, and hazardous material management;
- Safety principles and practices;
- Technical standards and methodologies used in emission and pollution measurements;
- Monitoring techniques and investigative measures used by regulatory and compliance agencies;
- Citizen and public interest groups concerned with environmental matters;
- Court decisions and various local, State, and Federal laws and regulations pertaining to environmental protection;
- The organization of City government, with particular reference to those departments and offices having responsibility for environmental regulation compliance, preparation of environmental impact reports and issuance of permits based on environmental impact declarations;
- The organization and functions of the City government, and the interrelationships of City departments;
- Federal, Regional, State, County and City interrelationships;
- The Mayor's Executive Directives;
- The history of Los Angeles City government;
- Memoranda of Understanding as they apply to subordinate personnel;
- City personnel rules, policies, and procedures.

The ability to:

- Develop and interpret compliance plans and programs designed for environmental pollution mitigation;
- Prepare, plan, direct, and coordinate the preparation of clear and comprehensive technical and administrative reports;
- Plan, organize, coordinate, direct and review the work of subordinate supervisors;
- Develop and maintain cooperative relationships with governmental officials and agencies, civic organizations and private industry;
- Represent the Department and City effectively at hearings before commissions and at conferences with public officials and representatives concerned with environmental affairs issues.

Minimum Requirements:

Graduation from a recognized four-year college or university with a degree in Environmental Science, Public Administration, or a related field and five years of full-time paid professional managerial experience directing and managing environmental work involving air quality, land use and materials management, pollution prevention, or water and natural resources through subordinate managers and supervisors.

A master's degree in Environmental Science, Public Administration, or a related field may be substituted for one year of the required experience.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.6 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.