

STAFF ASSISTANT TO GENERAL MANAGER WATER AND POWER

TASK LIST 2026

1. Assists the General Manager or designated senior manager by reviewing, analyzing, and/or developing the Department of Water and Power's overall strategic planning, financial, procurement, automation, and personnel management; and Department wide activities and/or programs by considering industry standards, previous, current, or future policies, and regulatory requirements in order to allow the General Manager or designated senior manager to make a well informed decision that is in the best interest of the customer.
2. Confers with executive management, employees, the public, and elected and appointed officials through written and oral modes of communication including telephone, e-mail, in-person meetings, and informal encounters regarding initiatives at the Department of Water and Power and matters impacting residents of Los Angeles such as renewable energy and water resources in order to receive input from various stakeholder groups and make a well informed decision based on the input given.
3. Makes recommendations for internal management by gathering data and applying independent judgment in order to successfully advocate for practices and processes that ensure reliable and quality service for the customer in various areas, including personnel, financial, and contract administration; strategic planning, and performance measurements.
4. Represents the Department of Water and Power in various public settings to a variety of stakeholder groups including water and power related associations, colleges, and neighborhood councils, and tactfully responds to questions and inquiries from stakeholders in order to promote and advance the work of the department, including new programs or methods used at the department that will impact City residents.