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# Example of Assistant District Manager Job Description

Our company is looking for an assistant district manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for assistant district manager

* Serve as a liaison for the district manager with public agencies
* Prepare and negotiate service agreements
* Respond to employee and public requests and inquiries
* Research and make recommendations for the maintenance budget
* Review and approve surplus property requests and access to state highways
* Help select new crew equipment
* Plan and assign work
* Directs Operations team and oversees policies and process management
* Determines how monies will be allocated to get work done
* Confirms new lease mileages

## Qualifications for assistant district manager

* Recruit and oversee independent contractors to ensure expected level of customer service standards and contract terms are met
* Ability to make charts and graphs
* Have the ability to multitask and prioritize work
* Strong background of administrative support
* Must regularly talk or hear
* One year of operations experience