

VENTURA WATER GENERAL MANAGER

City of Ventura, CA





THE COMMUNITY

Located just 30 miles south of Santa Barbara and 63 miles northwest of Los Angeles on southern California's beautiful Pacific coast, the City of Ventura (population 109,000) is one of the country's most livable communities and has been named one of "The 10 Best Places to Live Now" by Men's Journal and "the absolute most desirable place to live in America" according to the USDA Economic Research Service in August 2015.

Known as the heart of the "805", Ventura is home to miles of golden beaches, a beautiful and vibrant downtown district, and a variety of arts, culture, and entertainment options. With an abundance of outdoor recreation opportunities including the Ventura Pier and promenade, well-known surfing destinations such as Surfer's Point, Ventura Harbor and numerous City parks, Ventura is a popular tourist destination. Nearby cities include Santa Barbara, Ojai, Camarillo, Thousand Oaks, San Luis Obispo, and Paso Robles.

Ventura is a community proud of its long history and rich culture. The revitalized historic downtown district boasts not only museums, galleries, dining, and shopping, but also Mission San Buenaventura and the internationally acclaimed Rubicon Theatre Company.

With a high-performing public school district, numerous private school options, and five higher education campuses including Ventura College, educational opportunities abound in Ventura.

CITY GOVERNMENT

Incorporated in 1866, Ventura is a full-service City with approximately 600 full-time employees and a total Fiscal Year 2016-17 budget of \$264.9 million (\$104.8 million general fund). The seven members of the City Council are elected at-large to four-year terms representing the City as a whole, while the Mayor and Deputy Mayor are both chosen from among the Council to two-year terms.

The City operates under a Council/Manager form of government and is organized across 10 major departments: City Manager; City Attorney; Finance & Technology; Human Resources; Community Development; Parks, Recreation & Community Partnerships; Fire; Police; Public Works; and Ventura Water. The City of Ventura is a highly accomplished customer-focused organization with professional, caring, and responsive staff members who deliver vital, diverse and innovative programs and services to residents and business owners. City employees enjoy a team-oriented workplace, a family friendly environment, and a flexible work schedule.

For more information on the City, visit <http://www.cityofventura.ca.gov>.

VENTURA WATER DEPARTMENT

Established as a separate department in 2011, Ventura Water plays a significant role in maintaining the City's excellent quality of life by proudly providing reliable, quality integrated water and wastewater services to approximately 113,000 customers via more than 32,000 connections 24 hours a day, 365 days a year.

With approximately 100 employees, a water operating budget of \$36,691,291, a wastewater operating budget of \$25,407,126 and a combined Capital Improvement Program of more than \$32,000,000 in FY 2016-17, Ventura Water is well-staffed and well-funded. Known for being a leading edge utility, Ventura Water has begun to look at the potential for initiating Direct Potable reuse and Industrial Potable reuse programs. It will be introducing automated meter reading infrastructure to enhance water conservation

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and improve customer service in the near future. It is exploring the possibility of bringing new water service to the community to supplement limited local resources.

Ventura Water customers have a strong environmental consciousness. Thanks to a widespread conservation ethic, overall water consumption in the city today is well below peak use 35 years ago, despite population growth.

Additional information can be found at <http://www.cityofventura.ca.gov/water>.

THE POSITION

Ventura Water's General Manager will have the opportunity to provide vision and leadership in a high paced, challenging environment and gain a strong sense of professional accomplishment. Under administrative direction, this individual will plan, organize, coordinate, direct, supervise and evaluate the City's water, wastewater and customer care divisions. In addition, the General Manager will serve as a member of the City's department head team, working collaboratively with the City Manager and colleagues to deliver the best possible services to the City's residents and visitors. This is an "at will" position.

Examples of Duties

- Directs and participates in the development and implementation of program goals, objectives, policies and priorities; develops, formulates, monitors and evaluates department rules, procedures, policies, and short- and long-range goals.
- Plans, organizes, guides and directs the performance of Water Utility management staff responsible for capital improvements, operations and maintenance, and program activities related to the City's water, wastewater, and other associated environmental functions.
- Develops, implements, monitors, and evaluates the efficiency and effectiveness of service delivery methods, policies and procedures to achieve objectives of the City and improve the efficiency of the organization; interprets, explains, and ensures compliance with policies, regulations, rules, and procedures; disseminates information to subordinates; fosters and maintains a safe work environment within established standards.
- Serves as technical advisor to the City Manager and City Council on Water Utility matters; develops comprehensive recommendations for management use. Responds to and resolves citizen inquiries and complaints. Meets with the public in small and large groups to discuss Water Utility policies, practices and problems.
- Works cooperatively with representatives of other water and wastewater agencies to develop regional solutions to common concerns including reliable water supplies, water reclamation and reuse, and groundwater quality. Represents the City as the key contact and ambassador to Federal, State and local regulatory agencies. Represents the City in coordinating and integrating activities with the community, local, state and federal agencies, non-governmental organizations, other utility agencies, professional organizations, and other departments and outside organizations.
- Performs a variety of project management duties for capital improvement and maintenance projects; identifies necessary consulting services and future capital equipment needs; prepares and issues RFPs; prepares formal bid documentation issuing contracts for engineering/design and construction; develops and negotiates contracts and agreements with outside agencies relative to storm water, water, wastewater and other associated environmental programs and resources and compliance; selects consultants and contractors; administers schedules, expenditures, and contract compliance; coordinates meetings with various teams involved in projects; compiles comprehensive reports relative to the status of projects; briefs City Council, City Manager, and department heads as necessary on projects.
- Commissions and administers engineering studies to prepare for the impact of future development and/or more stringent environmental regulations; recommends scope and timing of appropriate capital improvements to accommodate such impacts.
- Conducts rate studies and determines long term revenue needs and corresponding rates to support operational and capital needs.
- Oversees and participates in the development and administration of the department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.



- Identifies and applies for state and federal grants as necessary; oversees grant related requirements including regular reporting, budget expenditures, and request for reimbursements.
- Selects, trains, motivates, and evaluates staff; provides or coordinates staff training; works with employees to correct deficiencies; participates in the implementation of discipline and termination procedures; participates in labor relations activities.

THE IDEAL CANDIDATE

The ideal candidate for this high visibility position will be an innovative and entrepreneurial team player with excellent communication skills who enjoys collaborating with a visionary executive team to deliver excellent service to the community. He/She will be an intelligent, business-minded, high energy professional who is forward thinking, collaborative, financially savvy, politically astute, and environmentally conscious.

To ensure successful outcomes, the selected candidate will be an integrated watershed management leader with the proven ability to work with others to ensure resource sustainability through water conservation and reuse and other emerging practices. This person will embrace and implement change, motivate employees, and build strong relationships with other City departments, other water service providers, regulatory agencies, environmental groups and the community, serving as primary staff to the Ventura Water Commission — a seven member advisory board. In summary, this person will be passionate about water, committed to the organization, and interested in creating a lasting legacy by finding new and better ways to serve the community.

Education and Experience

A combination of education, training and/or experience equivalent to a Bachelor's degree from an accredited college or university with major coursework in civil, environmental, public administration, business administration or a closely related field and six years of progressively responsible management experience in water/sanitation system operations, including three years experience supervising professional-level positions, with sufficient local government management experience is required. A Master's degree is desirable. Experience working with employees in a union environment is advantageous.

Knowledge and Abilities

Thorough knowledge of principles and practices of public administration management, civic engagement, coaching, goal setting, and budgeting for water and wastewater utility organization and management; water and wastewater systems including treatment, reservoirs, collection systems, water mains, pumping plants, hydrants, valves and meters; construction, operation and maintenance methods/techniques as applied to municipal water supply and distribution and wastewater collections and treatment as well as storm water quality and drainage; methods, equipment and processes used in the effective operations of water reclamation facilities; federal, state and other agency rules and regulations governing sanitary sewage systems; laboratory procedures used in conducting tests; recent developments, current literature and sources of information in municipal public works; principles of organizational development and administration, project management, budget development and management; principles and techniques of supervision, labor relations and personnel management.

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Ability to provide the necessary leadership to effectively direct department operations; effectively analyze problems and management issues, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; manage water and sanitation systems operations; make sound and effective decisions on complex projects; prepare and present comprehensive detailed oral and written reports and recommendations; establish and maintain cooperative and effective working relationships with public officials, employees and the general public; select, train, supervise, and evaluate professional and sub-professional personnel; organize the services of the department which would include advance planning for water and sanitation systems operations and facilities, maintenance, level of adequacy at which services are to be provided, and the development of long term financial plans; represent the City's interests in inter-agency water and wastewater resource management.

Licenses and Certificates

Possession of a valid California Class C driver's license is required.

Registration as a California Civil Engineer could be beneficial but is not required.

COMPENSATION AND BENEFITS

The annual salary range for this position is \$139,340 to \$186,718 (plus 2.5% effective July 1, 2017 pending City Council approval), depending on qualifications. The City of Ventura also offers an attractive benefits package that includes, but is not limited to, the following:

Deferred Compensation

The City contributes \$2,245 per year to a 457 Plan, and will match \$1,000 per year contributed by the employee, for a total benefit of \$3,245 per year.

Medical & Dental Insurance

Up to \$602 monthly toward a selection of plans. Medical insurance is effective the first of the month after date of hire. Dental insurance is effective the first of the second month after date of hire.

Optional Benefits

\$549 monthly, which may be applied toward medical insurance premiums.

Vision Insurance

City paid coverage provided for employees and their dependents. Vision insurance is effective the first of the month after date of hire.

Life Insurance

City paid term life insurance equal to the employee's annual salary, and dependent life insurance of \$2,000 per dependent.

Disability Insurance

City paid short and long-term disability coverage.

Retirement

Tier I- 2% @ 55/Single Highest Year of Compensation for Classic CalPERS members who worked for the City prior to December 31, 2012 and are returning to City employment; employees make a 7% member contribution. **Tier II**- 2% @ 60/3-Year Final Compensation Period for Classic CalPERS members with less than a six-month break in service from another CalPERS or CalPERS-reciprocal agency; employees make a 7% member contribution. **Tier III**- 2% at 62/3-Year Final Compensation Period for New CalPERS members; employees make a 6.25% member contribution.

Medicare

Employees participate only in the Medicare portion of Social Security. There is a 1.45% payroll deduction for this benefit.

Vacation

Four weeks per year, increasing to five weeks after 5 years of service.

Holidays

12 paid holidays per year.

Administrative Leave

Eligible for up to 10 days per year.

Sick Leave

96-hour-bank upon employment and additional accruals of 2 hours semi-monthly after 6 months of employment.

Annual Physical Examination

City paid.

Auto Allowance

\$350 per month for Executives.

Cell Phone Allowance

\$20 per month.

Tuition Reimbursement

Up to \$2,500 per fiscal year for tuition and books for course taken at accredited institution.

Flexible Workweek

A 9/80 workweek is available for some positions.

Wellness Program

A comprehensive program is available, including on-site gym, exercise classes, downtown/beach-walking routes, weight loss, and tips on nutrition and healthy lifestyle.

An Employee Assistance Program, Section 125 plan, and Retirement Health Savings Plan are also available.

HOW TO APPLY

Please **apply on-line** by **July 7, 2017**, at www.allianceRC.com. For questions and inquiries, please contact:

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