

GENERAL MANAGER

Medford Water Commission

(Medford, OR)





THE COMMUNITY

Medford is an outstanding, livable community. Located midway between Portland and San Francisco, Medford is the financial, medical, tourist and business hub of Southern Oregon and Northern California, blending diverse educational, artistic and cultural resources, family, lifestyles, and respect for the natural environment to create a vibrant place for people to live, work, learn, invest, grow, play and visit. With good schools and colleges, abundant employment opportunities, state-of-the art medical centers, and convenient shopping, all of life's daily needs can be easily met.

Nestled in a beautiful valley at 1,382 feet above sea level, Medford enjoys four clearly defined seasons. The Mediterranean climate offers dry, hot summers and generally mild winters. Annual average rainfall is 19 to 20 inches; average snowfall is three to four inches. Medford and the surrounding communities offer an array of year-round attractions, outdoor activities, and spectacular scenery. The area's rich history, healthy land, and abundant waterways provide the perfect backdrop for outdoor festivals, concerts, theater performances, wine tasting, hiking, rafting, boating, fishing, hunting, and skiing.

THE MEDFORD WATER COMMISSION

The Medford Water Commission's (MWC's) top priority is providing drinking water of the highest quality to the citizens of Medford. Big Butte Springs have been the MWC's primary source of drinking water since 1927. Providing 26.4 million gallons of water per day, the springs are one of Medford's most valuable and significant resources, providing water of exceptional quality. During the peak-use summer months, high quality water from the Rogue River is used to supplement the springs' supply. Additional treatment is performed at the Robert A. Duff Water Treatment Plant to meet drinking water standards.

MWC is governed by a five-member Board of Water Commissioners who volunteer to serve five-year overlapping terms. Each year a board member is appointed or re-appointed to the Commission by the Mayor and that appointment is approved by the City Council. The sole responsibility of the Board of Water Commissioners is the operation of Medford's water system. The Water Commission functions independently from other City of Medford operations.

For more information, visit www.medfordwater.org.

THE POSITION

Reporting to the Board of Water Commissioners, the General Manager is responsible for directing and managing all of MWC's activities and serves as its officer of finance, budgeting, purchasing and contracting, personnel, and contract negotiations. The General Manager also serves as a business agent on matters related to the sale or purchase of property; supervises the Administration, Conservation, Engineering, System Operations, and Water Quality divisions; and directs MWC's Finance, Production, Customer/Information Services, Human Resources, Public Information and Technical Services programs. The General Manager is selected by and operates under the direction of the Board of Water Commissioners.

GENERAL MANAGER

Medford Water Commission

Opportunities and Challenges

- Enhance MWC's image with the community
- Ensure adequacy and stability of financial resources
- Lead effective outreach to stakeholders
- Lead a comprehensive strategic planning and goal setting process
- Improve employee morale
- Create a high performing organization
- Continue efforts to protect water resources; maximize their utility while minimizing waste
- Maintain effective working relationships with Federal and State legislators, agencies, regulators, and key community groups

THE IDEAL CANDIDATE

The ideal candidate will be a positive change agent with a participatory leadership style that encourages free and open communication at all levels and brings people together. This individual will be a motivating and empathetic leader who sets high standards and expectations for performance; mentors, coaches, and guides staff; provides opportunities for training and education; and makes final decisions in the best interests of the organization. He/she will be ethical, honest, fair, and trustworthy.

To lead the organization forward, the General Manager will proactively introduce new ideas and engage Board members, stakeholders and staff in a collaborative process to address and rise above past challenges and take the organization to new heights, positioning it as a strong leader in the water utility industry. He/she will conduct research, produce detailed reports, seek solutions, and present recommendations and alternatives on policy matters to ensure the Board has the details it needs to make well-informed decisions. This person will understand and accept the fact that the Board is ultimately responsible for all policy decisions.

The successful candidate will have a strong financial background and a keen fiscal acumen. One of the top priorities for the next General Manager will be to effectively manage MWC's financial planning and budgeting processes to ensure long-term financial strength and stability. In addition to long-range capital planning, he/she will lead preparation and monitoring of MWC's budget, rates, financing, fees and charges to ensure resources are available to fund and deliver domestic, commercial and industrial water services and manage the technology needed to support the organization's business.

Finally, the General Manager will be a good listener with excellent oral and written communication skills. A water utility background is desirable, but not required. Experience with union negotiations and a good sense of humor will be valuable and appreciated assets.

Education and Experience

Graduation from an accredited four-year college or university with a Bachelor's degree in engineering, science, public administration, business administration, or other water utility-related field; ten (10) years of progressively responsible experience in municipal utility administration, including five (5) years at a supervisory level; or any combination of experience and training providing the desirable knowledge, skills and abilities. Registration as a Professional Engineer is desirable, but not required. A Master's degree is preferred.

Knowledge, Skills and Abilities

- Considerable experience in strategic, long-range planning
- Extensive knowledge of management practices and methods of developing, implementing, and evaluating utility budgets; regulations, policies, procedures, programs, goals and objectives
- Ability to serve as MWC's chief officer of finance, business, contracting, purchasing, personnel and negotiations in matters of collective bargaining

- Familiarity with water treatment and distribution facility engineering and practices including AWWA, Oregon Department of Water Resources and EPA requirements
- Knowledge of federal, state and local laws and regulations applicable to water issues and water providers
- Excellent interpersonal skills
- Ability and desire to represent the Commission in a wide variety of local, state and national public affairs
- Strong writing, public speaking and computer/technical skills

COMPENSATION & BENEFITS

The anticipated annual salary range for this position is \$110,000 to \$170,000. Placement within this range will be dependent on qualifications and experience. MWC also offers a generous benefits package to its employees, including:

Health Insurance: Full-family Medical, Dental and Vision Care Insurance (\$500 deductible per person Copay plan)

Medical Savings Program (HRA/VEBA): \$100 per month contribution paid by MWC

Retirement: PERS – Plan contributed to after 6 months of employment (if not already enrolled in PERS), with 6% IAP paid by employee in the form of a pre-tax payroll deduction

Holidays: 9 paid holidays per year, plus 2 personal holidays (eligible after 12 months of employment), and a floating holiday (to be used between Christmas and New Year's Day)

Vacation: 8.67 to 12 hours accrued per pay period, based on length of MWC service

Sick Leave: 48 hours of sick leave accrued per year

Insurance: \$50,000 life insurance, AD&D and long term disability paid by MWC

Vehicle Allowance: \$225 per month

Cell Phone Allowance: \$60 per month

Voluntary Section 125 Cafeteria Plan: Paid by employee

Voluntary AFLAC Policies: Paid by employee

Voluntary 457 Deferred Compensation Plan: Paid by employee

HOW TO APPLY

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

Cindy Krebs

Telephone: (562) 901-0769 Email: ckrebs@alliancerc.com

or **Sherrill Uyeda**

Telephone: (562) 901-0769 Email: suyeda@alliancerc.com

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