

ASSISTANT GENERAL MANAGER

Coachella Valley Water District

(Palm Desert, CA)





THE COMMUNITY

The Coachella Valley (Valley) includes the desert cities of Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, La Quinta, Indian Wells, Desert Hot Springs, Indio and Coachella. It was one of the fastest growing regions in Southern California and offers an ideal place to work, play and raise a family. Decades ago, the Hollywood elite discovered the Valley as a place for fun, sun and relaxation. Since then, several hundred thousand residents have discovered the Valley as a year round home.

The Valley has created a national and international reputation for having a luxury resort lifestyle. It is home to world class resorts such as the Ritz Carlton, Omni Rancho Las Palmas Resort and Spa, La Quinta Resort & Club, Renaissance Esmeralda, Miramonte Resort and Marriott's Desert Springs Resort and Spa.

Millions of tourists each year visit the Valley to enjoy its shimmering pools, challenging fairways, five-star resorts and famous Coachella and Stagecoach music festivals. The Valley is also recognized as the golf, tennis and polo capital of the west. The Valley plays host to many internationally known golf events such as the Humana Challenge (PGA Tour) and the Nabisco Dinah Shore Tournament (LPGA Tour). The BNP Paribas Open (USTA) is featured at the Indian Wells Tennis Garden and international polo matches in Indio annually attract a worldwide audience.

The Valley's population is projected to double in the next 35 years. The weather in the Valley has abundant sunshine, clear blue skies, low humidity, warm temperatures and only a hint of rain. The blue skies and sunshine are the norm in the Valley more than 350 days a year.

THE COACHELLA VALLEY WATER DISTRICT

Coachella Valley Water District (CVWD) is unique in that it provides several water-related services:

- Domestic water
- Sanitation (sewage collection and wastewater treatment)
- Recycled (nonpotable) water
- Irrigation with imported water and agricultural drainage
- Groundwater replenishment
- Regional stormwater protection
- Management of the Coachella Valley's multitude of water resources and conservation

CVWD has a rich history that dates back to 1918. All drinking water comes from a vast aquifer, and CVWD imports Colorado River water via a 123-mile canal for agricultural and golf course irrigation. Groundwater replenishment occurs at three facilities. CVWD was among the original signatories to the Party of Seven Agreement of 1931, which divided California's share of Colorado River water. CVWD is a State Water Contractor with an entitlement that, when combined with that of neighboring Desert Water Agency, is the equivalent to the third largest entitlement in the state. Only one other agency in California has entitlements to Colorado River and State Water Project water.

CVWD's mission is "To meet the water related needs of the people through dedicated employees providing high quality water at reasonable cost." CVWD has offices located in the cities of Palm Desert and Coachella and has nearly 1,000 square miles within its boundaries. Most of the service area is in Riverside County, but CVWD also extends into Imperial and San Diego counties. A governing five-member Board of Directors is elected from five geographic divisions for four-year terms.

CVWD's five-year Capital Improvement Plan (CIP) is approximately \$701 million. Currently, CVWD has a staff of more than 500. For more information, please visit www.cvwd.org.

ASSISTANT GENERAL MANAGER

Coachella Valley Water District

THE POSITION

Under direction of the General Manager, the Assistant General Manager fulfills a number of important roles both within and external to the District.

Essential functions of the position include:

- External activities that may require overnight travel, possibly exceeding 50% of monthly work hours. Duties include acting as the primary CVWD representative on all matter related to:
 - California State Water Project (examples include State Water Contractors meetings, California WaterFix, State and Federal Water Contractors Authority)
 - Colorado River issues (examples include staff support to Colorado River Board, Salton Sea, negotiations on related Colorado River agreements)
 - Other imported water resource (examples include Sites Reservoir, water transfer and exchanges)
- Internal functions include assisting the General Manager on:
 - A variety of issues to ensure the efficient operations of the District, including
 - Strategic planning
 - Financial budgeting
 - Policies development
 - Operational readiness
 - Negotiating agreements and contracts, including labor relations
 - Providing positive and constructive leadership and management
- Other related duties include:
 - Attending and presenting at Board meetings, and conducting the Board meetings in the absence of the General Manager
 - Representing the District in meetings, discussions, and resolutions with employees, customers, the public, governmental officials, and contractors consistent with the District's goals
 - Performing any other tasks as assigned

This position is open due to the retirement of the current Assistant General Manager.

THE IDEAL CANDIDATE

CVWD is looking for a seasoned professional with a background in California water issues to be the next Assistant General Manager. He/She should have a demonstrated track history of successes in utility management as well as engagement in the water industry. The person will assist in the day-to-day operations of the District, work closely with the General Manager and Department heads, and participate in the hiring of new staff.

The selected candidate will be someone who can “hit the ground running.” This person should have high energy, excellent communication skills and a “can do” attitude. He/She will enjoy representing the District externally and will be highly visible at regional, state and federal meetings. He/She will enjoy working within a team environment, value stakeholder involvement in processes and not be afraid to make a decision.

The ideal candidate will be well organized, be a quick learner, and have the ability to obtain and analyze information in order to make/recommend sound decisions. He/She will be confident, approachable and able to develop good relationships. This person will be able to make suggestions, voice his/her opinion and be forward thinking. Lastly, the selected candidate will be someone who is visible within the water industry, the community, and continue to foster strong employee relations.

The selected candidate should be a self-starter, be able to work independently, and have skills and demonstrated experience in:

- Effectively managing, or assisting in the management of a water district (including planning, organizing, and coordinating operations).
- Having effective communications skills, including preparing clear and concise reports, and presenting proposals clearly, logically, and persuasively in public forums.
- Using critical thinking in analyzing and making logical conclusions from technical engineering data, and be a strategic thinker to analyze and resolve other complex problems.
- Ensuring that the District efficiency practices are maximized by aligning the goals and directions of different business units, including environmental services, facilities, finance, engineering, operations, information systems, customer service, and human resources.

- Establishing and maintaining positive and effective relations with customers, the general public, governmental, and contractor representatives and employees.
- Understanding and applying District policy and procedures, and assist in developing and implementing appropriate procedures and controls.
- Exercising tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations.

In addition, he/she should have knowledge of:

- The organization and management of a water district.
- The principles of supervision and business management.
- Water engineering, construction, and maintenance practices.
- Applicable federal, state and local water laws, regulations, and legislation.
- The function and relationships of federal, state and local agencies to water resources and operations.
- Water supply development.
- The principles of administration and staffing.
- The principles and practices of budgeting, purchasing and maintenance of public records.
- The organization and functions of an elected Board of Directors.
- The Brown Act and other laws and regulations governing the conduct of public meetings.

Education, Certifications and Experience

- Any combination equivalent to the completion of a bachelor of science degree (advanced degree is preferred) in public or business administration, electrical or civil engineering or engineering management; and, Ten years of related experience in an executive capacity in a water-related industry, including planning, organizing, directing and controlling operations.
- Possession of a state of California registration in civil engineering, and/or California water or wastewater operator certifications are highly desirable
- Requires valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

COMPENSATION

The salary range for this position is \$189,636 to \$249,552 and will be dependent upon the qualifications and experience of the selected candidate. In addition, benefits are provided which include: health, dental, and vision insurance; participation in the California Public Employees' Retirement System; holidays (13 per year); vacation; sick leave; Deferred Compensation programs including 457 and 401A plans, and educational reimbursement. Relocation assistance is also offered.

HOW TO APPLY

Please apply **on-line** by **April 20, 2018** at www.allianceRC.com. The District anticipates holding first round interviews the week of May 21, 2018. For questions and inquiries, please contact:

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