

# EXECUTIVE DIRECTOR OF OPERATIONS

Irvine Ranch Water District



## THE DISTRICT

Irvine Ranch Water District (IRWD) has established itself as a progressive, values-driven agency, with an international reputation for its leading-edge water recycling program, water use efficiency practices, water banking, urban water treatment, and energy storage. IRWD provides high quality, reliable drinking water, non-potable water, sewage collection, and urban runoff treatment services to an increasingly diverse population of over 500,000 residents, workers, students, and others. IRWD's 111,300 connections are 89% residential; 5% commercial, industrial, and institutional; and 6% landscape irrigation. In Fiscal Year (FY) 2017-18 IRWD supplied over 87,600 acre-feet of water, of which 56% was from groundwater, 25% recycled water, and 19% imported water. IRWD serves the entire City of Irvine as well as portions of Costa Mesa, Lake Forest, Newport Beach, Orange, Tustin, and unincorporated Orange County.

Irvine Ranch Water District was established in 1961 under the provisions of the State of California Water Code. As an independent public agency, IRWD is governed by a five-member, publicly elected Board of Directors, each member elected for four-year terms. These officials are recognized leaders throughout the water industry and are responsible for setting the District's policies. Implementation of these policies and the day-to-day operations are the responsibility of the General Manager. IRWD is considered a premier agency and an employer of choice, with a staff of approximately 370 employees and an average employment tenure of nearly 19 years.

IRWD's annual operating revenue is approximately \$150 million. Its annual capital budget of approximately \$100 million includes a diverse mix of challenging and complex capital projects involving the District's water recycling facilities; groundwater and surface water membrane treatment facilities; water banking facilities; energy storage facilities; and biosolids dewatering, digestion, energy recovery, and pelletization facilities.

More information regarding IRWD can be found at the District's website: [www.IRWD.com](http://www.IRWD.com).

## THE AREA

Located across central Orange County, Irvine Ranch Water District encompasses approximately 181 square miles. IRWD extends from the Pacific Coast to the foothills, with elevations ranging from sea level to 3,200 feet.

Orange County is a semi-arid region with a mild climate and an average annual rainfall of 12 to 13 inches. With a population over 3 million, Orange County is the third largest county in California and one of the largest in the United States.

Orange County is known for its numerous tourist attractions, cultural opportunities, Mediterranean climate, beautiful beaches, and large wilderness and natural areas. The County is a leading California business center and home to some of the nation's leading companies in the biotechnical, medical, electronic, computer, information, video gaming, cosmetic, clothing, finance, and other fields.

Outstanding educational opportunities are also available within or near the IRWD service area. Irvine Unified, Newport Mesa Unified, Saddleback Valley Unified, and Tustin Unified are the largest public school districts served by IRWD. There are numerous public and private colleges and universities located within the IRWD service area, including the University of California Irvine, Irvine Valley College, and Rancho Santiago Community College, among others.

## THE POSITION

The Executive Director of Operations is one of four executive positions reporting directly to the General Manager. The other members of the Executive Management Team include the Executive Director of Engineering and Water Quality, the Executive Director of Finance and Administration, and the Executive Director of Water Policy. This team is highly collaborative and works very closely to ensure the success of IRWD.

The Executive Director of Operations will be a values driven, highly skilled professional who has a passion for incorporating best practices into the daily operations of a large and complex public organization. This person will have experience managing a large operations-related budget as well as leading and mentoring teams that contributing significantly to a high-performing organization. Success in this position also includes the ability to effectively disseminate information through significant personal involvement and interactions as well as through high caliber reporting systems. This person will also be a strategic planner with a high level of skill in both short- and long-term priority setting and achievement of significant goals. Finally, this individual will have a proven track record of understanding and distilling complex operational issues including dealing with the related financial and administrative aspects.

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## THE OPERATIONS DEPARTMENT

IRWD's Operations Department includes three divisions: Water Operations, Recycling Operations, and Maintenance. With a FY 2017-18 operating budget of approximately \$90 million and approximately 180 employees, these divisions include the following functional areas:

- Water Treatment (both Potable and Non-Potable) Operations
- Water Distribution Systems Operations
- Sewage Collection and Pumping Systems
- Collection and Treatment of Urban Runoff
- Automation Systems (e.g., Wonderware)
- Electrical Maintenance
- Mechanical Maintenance
- Asset Management Systems (e.g., Maximo)
- Preventive Maintenance
- Construction and Repair of District Facilities
- Facilities and Fleet Services

The majority of the employees in the Operations Department are represented by IBEW.

## THE IDEAL CANDIDATE

The ideal candidate for the position of Executive Director of Operations will be:

**A Leader** with outstanding mentoring and team building skills, who builds trust, motivates, and moves the organization forward by being inclusive yet decisive.

**A Critical Thinker** who is strategic and forward-thinking, with the vision and commitment to seek continuous improvement in the effectiveness and efficiency of the Operations Department and the District.

**An Excellent Communicator** and accomplished presenter who has an outgoing and personable communication style, exceptional listening skills, a well-honed sense of diplomacy, the ability to drive change and influence people, and the flexibility to work with a variety of individuals at all levels of the organization.

**A Collaborator** who is an active listener and expresses opinions candidly on all issues, while engaging in a collaborative, team-spirited work environment with the General Manager, the Executive Management Team, the Board of Directors, and department directors, managers, and staff throughout the organization for the purpose of contributing to IRWD's overall success.

**Results-Oriented** with a sense of urgency and timeliness that benefit a fast-paced and dynamic environment.

**Confident** and self-assured with the ability to exercise a high degree professionalism, common sense, sound judgment, and a sense of humor.

**Creative** with an entrepreneurial spirit, advanced problem solving skills and a passion for encouraging creativity in others.

**Ethical** with impeccable integrity, a commitment to organizational values as a basis for decision making, and an unwavering commitment to assist in leading and managing a top-tier organization.



## CHALLENGES AND OPPORTUNITIES

- IRWD will be completing construction of its Biosolids and Energy Recovery Facilities, the District's single largest capital project ever, in the coming year. The successful startup of these facilities as well as the securing of markets for the pelletized biosolids product will be a top priority for the new Executive Director of Operations.
- The District was an early adopter of energy management practices such as battery storage systems. IRWD looks to expand into other energy management opportunities including renewable energy generation and added battery storage installations.
- With the implementation of its new Enterprise Asset Management system (Maximo), District staff will be working to maximize its return on this investment through an enhanced preventive maintenance program.
- IRWD is seen as a leader in the communities we serve and the industry associations to which we belong. As such, all members of the Executive Management Team take an active role in communications with the community and participating in industry functions.

## QUALIFYING EDUCATION AND EXPERIENCE

Minimum Qualifications: A combination of education and experience equivalent to a bachelor's degree and 10 years of progressively responsible management experience, ideally in water (potable and/or non-potable) or sewage collection system operations with at least five years in a senior management capacity.

Highly Desired Experience and Certifications: Registration as a Professional Civil Engineer in California or other professional certification; a master's degree or other advanced degree, and any water and/or wastewater certifications.

Review and Evaluation of Experience and Education: Candidates should be aware that District Leadership, working with Alliance Resource Consulting, reserves the right to determine the best combination of education and experience required for this position. The District intends to attract a broad spectrum of highly qualified and interested professionals to apply for this position.

## COMPENSATION AND BENEFITS

Salary for this position is based on the candidate's qualifications, salary history, and career accomplishments. The current salary range for the Executive Director of Operations is \$144,612 – \$219,792. In addition, the District provides an excellent benefits package that includes: vacation, holidays and sick leave; choice of HMO and PPO medical insurance plans; employer paid dental plan, vision and life insurance and long-term disability plans; retirement benefits (CalPERS pension plan of 2% @ 62; employees with prior CalPERS or reciprocal membership are eligible for CalPERS pension plan of 2% @ 60 provided the selected candidate has been a CalPERS or reciprocal member within six months of hire date with IRWD); deferred compensation plan with employer-match contributions; retiree health plan; Section 125 Plan; educational reimbursement; cell phone allowance and approximately \$500 per month vehicle allowance. Further details on the compensation package may be obtained through Alliance Resource Consulting.

## HOW TO APPLY

**Open until filled.** Interested individuals should **apply on-line** at [www.alliancerc.com](http://www.alliancerc.com). For questions and inquiries, please contact:

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