

GENERAL MANAGER

Contra Costa Water District

(Concord, CA)





THE DISTRICT

The Contra Costa Water District delivers safe, clean water to approximately 500,000 people in central and eastern Contra Costa County in Northern California. The District is governed by 5 elected directors, each representing a division of approximately 110,000 people. Currently, 310 people work for the District. The Fiscal Year 2023 budget is \$186,656,535. CCWD is committed to employee safety and the values and goals of a diverse and inclusive workforce.

Formed in 1936 to provide water for irrigation and industry, Contra Costa Water District is one of the largest urban water districts in California and a leader in drinking-water treatment technology and source water protection. In addition to providing drinking water to residences and businesses, the District also serves major industrial customers and agricultural customers in the area.

Contra Costa Water District owns, operates, and maintains an elaborate array of facilities and infrastructure. Its assets include 4 intakes from the Sacramento-San Joaquin Delta, the Los Vaqueros conveyance system, a 48-mile canal, the Shortcut Pipeline, 4 reservoirs, 4 dams, 2 levees, and 3 water treatment plants. In carrying out its duties, the District collaborates with 8 peer agencies, 10 client cities, and numerous businesses in its service area, including several refineries. It also maintains important strategic alliances with the California Urban Water Agencies (CUWA), Association of California Water Agencies (ACWA), Contra Costa Special Districts Association (CCSDA), American Water Works Association (AWWA), and the Bay Area Council. Underpinning all of this is Contra Costa Water District's commitment to providing excellent service to its customers.

Additional information can be found at the District's website, ccwater.com.

THE IDEAL CANDIDATE

Contra Costa Water District is seeking a dynamic, strategic, results-oriented General Manager to guide the organization through challenging times as California continues to grapple with droughts and economic uncertainty and the District works to expand operations and bring its aging infrastructure up-to-date.

The ideal candidate will have a knack for identifying creative solutions to complex problems and the conviction to see them through. They will be bold when faced with difficult challenges and effective at removing obstacles to ensure the District is able to fulfill its obligation to deliver safe, clean water to its customers. They will understand that rate increases will be necessary in the future and will develop appropriate justification to ensure they stand up to public review and receive Board approval.

They will have superior project management skills and the ability to oversee large, complex projects including the Los Vaqueros Reservoir Expansion Project and the Canal Modernization Project whose combined costs exceed \$1.6 billion. They will be adept at managing large project budgets, securing bond debt, leveraging short- and long-term financing, pursuing grant funding, restructuring debt, and ensuring that performance and reporting requirements are met.

Finally, they will be a proponent of and champion for organizational diversity.

GENERAL MANAGER

Contra Costa Water District

The successful candidate for the position of General Manager will be:

A Leader who is committed to organizational excellence through safety, diversity, equity, inclusivity, and professionalism.

Fully Transparent and in constant contact with the Board of Directors.

A Skilled Administrator with strong financial acumen and the proven ability to develop and manage large, complex budgets.

An Excellent Communicator and accomplished presenter who has an outgoing and personable communication style, exceptional listening skills, and the ability to build trust, drive change, and influence people.

A Role Model who exemplifies the District's shared values of teamwork, safety, trust, exceptional service, employee success, recognition, responsibility, communication, continuous improvement, and who hires, motivates, and retains highly skilled, service-minded employees.

A Collaborator who establishes and maintains positive relationships with external agencies.

Confident and self-assured, yet adaptable, with a sense of humility and the ability to see programs and projects through to completion.

THE POSITION

Reporting to and receiving policy direction from the Board of Directors, the General Manager plans, organizes, directs, and controls the activities and operations of the Contra Costa Water District consistent with the District's mission to provide the best quantity and quality supply of water at the lowest possible cost to District ratepayers. Essential job duties include:

- Acting as agent for the Board of Directors in the administration of District offices, departments and institutions
- Advising the Board on matters of policy and administration; formulating and presenting to the Board plans to implement policies and accomplish goals established by the Board; and directing implementation of the system of priorities and levels of service established by the Board
- Maintaining and improving a strong safety culture that keeps every employee and member of the public safe and healthy
- Implementing and expanding the District's newly developed 5-year Diversity and Inclusion Master Plan, utilizing previous experience to leverage employee engagement to build an inclusive District culture with diverse perspectives and approaches to fulfilling the District mission
- Directing, overseeing, and participating in the development of the District's work plan; assigning work activities, projects and programs to Assistant General Managers and appropriate department heads; monitoring work flow; reviewing and evaluating departments' products, methods and procedures
- Supervising and directing preparation of the annual District budget; directing, reviewing and evaluating annual budget requests of all District departments; and directing the preparation of budget recommendations to the Board of Directors
- Directing continuous review of District expenditures throughout the fiscal year to ensure proper expenditures of authorized funds
- Recommending a long-range plan of capital improvements, including provision of pertinent financial data and financing recommendations
- Providing an in-depth analysis and review of all District programs on a regular basis in such a manner that the Board may make policy decisions; and devising ways of achieving efficiency and economy in all District operations

- Developing, implementing and maintaining an adequate system of checks and controls to safeguard District money and property
- Performing investigations, studies or surveys as the Board may designate or that he/she may deem necessary; researching and preparing technical and administrative reports and studies; preparing written correspondence as necessary
- Coordinating District activities with those of outside agencies and organizations; providing staff assistance to the Board of Directors; preparing and presenting staff reports and other necessary correspondence
- Selecting, training, motivating and evaluating management personnel; providing or coordinating management staff development; working with employees to correct deficiencies; implementing discipline and termination procedures
- Representing the District to outside groups and organizations; participating in outside community and professional groups committees
- Providing highly responsible staff support to the Board of Directors; developing agendas for Board meetings; preparing District reports to the Board of Directors or Commissions; maintaining frequent communication with Board members
- Responding to citizen requests and complaints; researching situations and preparing response and action plan for resolution
- Building and maintaining positive working relationships with co-workers, other District employees and the public using principles of good customer service
- Performing related duties as assigned by the Board of Directors

QUALIFYING EDUCATION AND EXPERIENCE

Any combination of experience and training that would provide the knowledge and abilities to successfully perform the job is qualifying. A typical way to obtain the required knowledge and abilities would be a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, engineering, political science, or a related field AND 10 years of increasingly responsible experience in a government agency (preferably with a water district) directing, preparing and coordinating a variety of programs including budget and fiscal control, 6 years of which have been focused on organizational administration and leadership. The most competitive candidates will have a Master's degree in public administration, business administration, or engineering.

COMPENSATION AND BENEFITS

The anticipated salary range for the General Manager is \$275,000 to \$325,000 per year. In addition, Contra Costa Water District provides an excellent benefits package that includes: merit pay; time off benefits; retirement benefits (reciprocal with CalPERS); retiree medical benefits; choice of HMO and PPO medical insurance plans and dental and vision benefits for employees and eligible dependants; flexible spending account options; commuter benefits; voluntary 457(b) and 401(a) plans with limited District matching; a District vehicle or monthly vehicle allowance; a wellness plan; education reimbursement; and more. Additional information is available at <https://www.ccwater.com/203/Employment-Resources>.

HOW TO APPLY

Apply on-line at www.alliancerc.com by July 15, 2022. The first round of client interviews will be held on August 12, 2022. For questions and inquiries, please contact Cindy Krebs at (562) 901-0769 x336 or ckrebs@alliancerc.com.

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