



**Yorba Linda  
Water District**

# YORBA LINDA WATER DISTRICT

**ANNOUNCING AN EXCITING  
EMPLOYMENT OPPORTUNITY FOR  
GENERAL MANAGER**

*Recruiting Services  
Provided by*

*Koff & Associates*

## The Organization

The present YLWD was organized as the Yorba Linda County Water District in 1959 as a result of a vote of local residents. The new district was formed according to the provisions of County Water District Law and voters authorized issuance of bonds to finance both the purchase of assets belonging to the YLWD and construction of water improvements to the growing Yorba Linda community.

Through 1959 the service area was largely rural in character with a small residential community at its center. Through the mid-1970's, Yorba Linda experienced a gradual transition from a rural, agriculturally oriented area to a suburban community.

After several annexations over the years, the District's present size is about 14,475 acres. Approximately 90% of the service area is developed. The District's top priorities include:

- **Community Partnership:** increase public awareness in the community of water and wastewater related issues.
- **Fiscal Responsibility:** maintain fiduciary responsibility and provide an equitable rate structure.
- **Operational Efficiency:** optimize use of existing technologies and address inefficiencies identified in the organization assessment.
- **Service Reliability:** work toward service reliability and efficiency, explore service boundary opportunities, and complete implementation of the District's CIP Plan 2011-2015.
- **Workforce Engagement:** retain a highly skilled and capable workforce, develop a comprehensive succession plan, and enhance employee relations.

## Community Profile

Yorba Linda Water District serves several communities in beautiful Orange County, including residents in most of Yorba Linda and portions of Placentia, Brea, Anaheim, and areas of unincorporated Orange County.

Yorba Linda is home to the Richard M. Nixon Presidential Library, Birthplace and Burial Site. Located 34 miles southeast of downtown Los Angeles, the community nestles against the foothills of northeast Orange County. The climate is typical of the coastal plain of Southern California and very mild. Yorba Linda is a mere ten-minute drive away from Disneyland, and less than a half-hour drive from



the OC's beautiful coast. Its tagline is "land of gracious living."

Yorba Linda offers many opportunities for leisure activities, whether it is hiking, fishing, or picnicking at Yorba Regional Park, a wine tasting tour of Temecula, or a sports game at one of the close-by stadiums and arenas. The region offers a wonderful combination of nature spots and amenities of an urban center, both only minutes away. Residents can enjoy the surf in Huntington Beach and shopping at South Coast Plaza in Costa Mesa, all within the same day.



### **The Position**

The General Manager plans, organizes, and provides leadership and oversight of all District functions, including water resource planning and distribution, sewer maintenance, fiscal management, employee relations, engineering, administration and operations; demonstrates proven leadership and exercises strong and effective delegation to department managers; appoints highly qualified, effective managers and staff, and provides mentoring; provides program evaluation and educated and confident policy advice to the Board of Directors and policy guidance to staff; encourages and ensures excellent services to District customers; and fosters cooperative working relationships with intergovernmental and regulatory agencies. The General Manager reports to the Board and leads the organization in the planning and implementation of District priorities set by the Board.

### **Education & Experience Requirements**

- Bachelor's degree in Engineering, Business Administration, Water Management, Political Science or other related field. A Master's degree is preferred.
- Ten (10) years of increasingly responsible professional management experience, including five years of managerial and/or administrative responsibility working with elected officials or other governing body.

- Possession of a valid California Class C driver's license and proof of good driving record may be required at the time of appointment.

### **The Ideal Candidate Will Have Ability To**

- Utilize proactive leadership, integrity, vision, and communication skills to lead the District and its staff to become a high-performance, team-based organization.
- Work confidently and collaboratively with the Board of Directors, making strong and educated recommendations, and carrying out the Board's direction.
- Lead the creation and implementation of the District's strategic work-plan based on the District's recent organizational assessment and establish measurements for the achievement of goals, objectives, and priorities.
- Develop strong and collaborative intra- and inter-agency partnerships to achieve District goals.
- Develop strong interpersonal relationships with all levels of staff within the District, as well as with the District's customers and the community at large.
- Function as a mentor, coach, counselor, facilitator, and team player, and set performance examples that can be reinforced across the District.
- Create an organizational culture of respect among staff and with the Board; develop a culture that values openness, personal and professional growth, honesty, independent action, and teamwork, and encourages self-motivation; create an open and transparent culture.
- Create a strong performance ethic and set strong ethical standards by assisting staff to accomplish their goals while helping them remain accountable for their work product.
- Encourage initiative, risk-taking, creative problem solving, innovative goal setting, and out-of-the-box thinking; assist staff to manage change and conflict.
- Utilize strong knowledge of applicable laws and regulations in consistently implementing policy

directives and instructions from the Board of Directors.

- Utilize excellent judgment to evaluate and understand situations and make timely and effective decisions.
- Exercise effective, clear, and honest communication by effectively listening to and understanding the interests of all stakeholders and the goals of the District.
- Utilize strong management and leadership skills to the advantage of the District.
- Utilize a strong sense of financial accountability and budgetary decision making in a prudent and economical manner.

### Compensation

The salary range for the General Manager is \$164,551 to \$200,489 and will be negotiated based on experience and qualifications.

### Benefits

- Retirement Program: CalPERS (2.5% at 67 under AB 340 legislation);
- Health, Dental and Vision Insurances: District pays 100% of the premium cost for all employees and two-thirds of the premium cost for dependents.
- Other Benefits Plans Paid by District: Long and Short Term Disability; Life Insurance; Employee Assistance Program; Tuition Reimbursement (up to \$5,450/year); Car Allowance of \$600.
- Leaves:
  - *Vacation* – Accrual starts at 2 weeks per year and increases based on years of service up to a maximum of 4.5 weeks per year.
  - *Holidays* – 11 paid holidays.
  - *Management Leave* – 40 hours per fiscal year.
- Deferred Compensation: 457 plan (dollar for dollar match not to exceed 2% of salary).
- Alternative Work Schedule: “4/10”.

### Important Application Information

To apply for this outstanding opportunity, please visit Koff & Associate’s website at [www.koffassociates.com](http://www.koffassociates.com) to download an application. Please submit a cover letter, resume, and employment application via email to Kathy Crotty at [kcrotty@koffassociates.com](mailto:kcrotty@koffassociates.com) by June 28, 2014. As an alternative, you can mail the completed application materials to:

Koff & Associates  
Attention: Kathy Crotty  
6400 Hollis Street, Suite 5  
Emeryville, CA 94608

Following the closing date, applications will be screened in relation to the criteria outlined in this brochure. The most qualified candidates will be invited to personal interviews with Koff & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. Finalist interviews will be held by the Board of Directors at Yorba Linda Water District. Candidates will be advised of the status of the recruitment following selection of the General Manager.

As part of the selection process, the District will conduct a thorough and extensive background check on the top candidates.

**The Yorba Linda Water District is an equal opportunity employer encouraging workforce diversity.**

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.

#### RECRUITMENT SCHEDULE:

Recruitment Opens: June 14, 2014

Apply By: June 28, 2014