



## Coastside County Water District

# GENERAL MANAGER

### About Coastside County Water District

Coastside County Water District provides water to the City of Half Moon Bay and several unincorporated coastal communities in San Mateo County, including El Granada, Miramar, and Princeton by the Sea (Pillar Point Harbor). The District totals 14 square miles and serves a population size of 16,704 residents.

With annual revenue (FY19-20) of \$13.7 million, annual capital expenditures of \$3.3 million, and a staff of 20, the District operates and maintains a system that includes 2 water treatment plants, 6 pump stations, 11 treated water storage tanks, and 100 miles of transmission and distribution pipelines.

### About the Area

Half Moon Bay lies on the coast of California, approximately 28 miles south of San Francisco in western San Mateo County. It has mild weather throughout the year. With beautiful scenery and small-town charm, the area provides visitors a broad range of experiences. There is a diverse and vast landscape that is great for activities such as surfing, fishing, biking, hiking, and golf. Neighbors care about each other and there is a sincere sense of community.

### About the Position

Reporting to a five-member Board of Directors, the General Manager will have responsibility for managing and planning the affairs of the District and for directing staff in all functions and operations. The GM will guide and develop strategies for a safe and reliable water supply; oversee professional and technical staff; and serve as the District's interface with Federal, State, County, local and private agencies.

*Duties may include, but are not necessarily limited to:*

- Plans, directs and coordinates services, activities and operations of all facilities, equipment and projects;
- Manages the selection, training, and supervision of entire staff;
- Coordinates District activities with all regulatory agencies; ensures compliance with all state, local, and federal laws;
- Prepares, evaluates, and implements District budget; develops short and long term
- financial strategies; prepares Capital Improvement Program;
- Provides legislative direction/advice to Board; works with Board in developing District priorities;
- Implements Board policies and directives and communicates them to the public;
- Serves as the principal spokesperson for the District; represents District at public and professional functions; oversees public information and public education program, and coordinates media relations;
- Monitors District infrastructure and rehabilitation; ensures District records are maintained;
- Develops, implements, and monitors programs/projects for District newsletter, customer services surveys, benchmarking studies, and disaster recovery;
- Writes, publishes and circulates a customer service survey; works with staff to
- resolve customer complaints;
- Develops, monitors, evaluates, and reclaims water possibilities; benchmarks other agencies on new technologies;
- Secures water supply contracts; serves as principal purchasing agent;
- Confers with District Counsel and developers;
- Manages contractors and consultants ensuring District standards, policies, and directives are maintained.



## Minimum Qualifications

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is:*

Bachelor of Science degree in Engineering, Public Administration, Business Administration or similar discipline. Ten years of experience in a water district or similar agency. A minimum of five years in a supervisory role.

Comprehensive knowledge and experience in water treatment and distribution principles and practices.

### License Requirements

Possession of, or ability to obtain, a valid California Driver's License with a driving record acceptable to the District.

## Compensation & Benefits

The salary will be commensurate with experience.

- Health (Kaiser Permanente): Traditional HMO w/ Optical
- Dental (Delta): District Paid – family coverage.
- Vision (VSP): District Paid – family coverage.
- Life Insurance: District Paid. The District will pay life insurance which consists of two times your annual salary (up to max \$200,000).
- Disability: District Paid long-term disability.
- Retirement (CalPERS) : California Public Employees Retirement System
- Federal Social Security
- 457 Plan Employee Paid Option. The District offers a deferred compensation program (457 Plan). This is an optional deduction from your payroll.
- Supplemental Income Trust Fund/SIP 401A PLAN  
District pays \$144/month into the plan.

### Leave

- 13 Holidays (including 1 floating holiday)
- 10 Days' Vacation (1-5 years; 15 days after 5 years)
- 15 Days Administrative Leave (must be used within the year)
- Sick Leave accrued @ 1 Day per Month

To learn more about the District's benefits program, please navigate to <http://koffassociates.com/jobs>.

## Application Process

To apply for this outstanding opportunity, please visit <http://koffassociates.com/jobs>. You may also mail your cover letter and resume to Koff & Associates, 2835 Seventh Street, Berkeley, CA 94710. If you have any questions, please email the Koff & Associates recruitment representative, Richard O'Donnell, at [rodonnell@koffassociates.com](mailto:rodonnell@koffassociates.com).

*CCWD is an equal employment employer encouraging workforce diversity.*

**Deadline to apply is Monday, July 8th.**

