



General Manager

STINSON BEACH COUNTY WATER DISTRICT (SBCWD) OVERVIEW

The community of Stinson Beach is located on the California coast approximately 15 miles northwest of San Francisco. The service area covers the base of the west slope of Mt. Tamalpais, which rises approximately 2,000 feet in elevation from mean sea level to the Bolinas Ridge, separating the coastal community from the interior communities of Marin County.

The SBCWD was established in 1962 as an independent special district whose boundary surrounds approximately 10 square miles of the Stinson Beach area of Marin County's Pacific Coast. The district serves a population of 1,967 with 750 water meters. As a multi-purpose agency, SBCWD provides potable water, solid waste, and onsite wastewater management. The District's drinking water supplies are collected locally from creeks and groundwater sites with Stinson Gulch Creek serving as SBCWD's primary source. The Stinson Beach County Water District plays a critical role in protecting the natural resources and the environment.

DESCRIPTION OF SERVICES

Potable Water: The District provides potable water for 750 homes and businesses in Stinson Beach. The District serves a population of about 608 permanent residents and up to 15,000 residents on weekends and many holidays. The District obtains the water from groundwater wells and to a much lesser extent, from local creeks. In 2010, District staff completed construction of a new surface Water Treatment Plant. The District has 8 different pressure zones and about 1.25 million gallons of storage. Both raw

water and treated water are of excellent quality. The District produces an annual report to its customers titled "Water Quality/Consumer Confidence Report." The five-year Capital Improvement Program (CIP) provides a detailed plan for ensuring the reliability and quality of our District's operations, and for meeting more stringent drinking water requirements during the next five years.

Onsite Wastewater Management: The District's agreement with the California State Regional Water Quality Control Board requires a Wastewater Management Program. The District's responsibilities include: the onsite wastewater system design review program, enforcement actions, water quality monitoring, inspection program, Board and staff actions, sampling schedules, maps, variances, permits, laboratory reports, and public outreach for 706 septic systems. District staff monitors the existing 706 residential and commercial on-site septic systems. Monitoring frequency for individual systems is based upon type, age, performance and varies monthly, quarterly, annually, or biennially based upon the judgment of staff. The types of septic systems include standard, alternative, or other (seepage pit, gray water or holding tank). The majority of the District's systems are standard systems. Standard systems include gravity or pressure distribution dispersal fields which may or may not have an intermittent sand filter pretreatment device. Alternative systems include subsurface drip, bottomless sand filter dispersal fields, ultra-violet disinfection systems, aerobic treatment units (ATU), and recirculating filter pretreatment devices. Holding tanks are not approved for new construction; however, they are temporarily approved when use of a malfunctioning dispersal system would endanger public health.

Solid Waste Removal: The District provides its residents with solid waste (garbage) management by way of a contract with the waste removal company Recology.

GOVERNANCE

The SBCWD has a five-member Board that is elected to four-year terms through an at-large election. All Directors are required to live within the District's jurisdictional boundary. The Board of Directors appoints a General Manager who serves on an at-will basis to oversee all District activities. The SBWCD makes a concerted effort to maintain high accountability and transparency with all its activities. The District's website provides information on Board meetings, financial reports, services, history, water conservation, disaster preparedness, and more. The current District budget is \$2,484,644.

Mission Statement

The mission of this agency is to implement the Water Code of the State of California and more specifically to establish regulations to control and enhance the quality of the ground and surface waters of the District by regulating, prohibiting, or controlling the discharge of pollutants, waste, or any other materials into the ground or surface waters or the contiguous water bodies of the District.





THE POSITION

The General Manager manages District operations to provide customers with a safe and reliable water supply; provides professional and technical staff support, and assistance to the Board; coordinates all District activities with Federal, State, County, local and private agencies. This includes the planning, organizing, directing, and managing of all day-to-day District accounting/financial activities, together with ensuring that financial policies and procedures meet all applicable laws and regulations.

This position oversees seven employees that include a supervisor dedicated to overseeing the water systems, one plant operator, one wastewater inspector, two utility operators, and two office employees.

Duties include, but may not be limited to the following:

- 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, monitors, and updates the 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.
- Works with staff to resolve customer complaints.
- Develops, monitors, and evaluates water possibilities; benchmarks other agencies on new technologies.
- Secures water supplies; serves as principal purchasing agent.
- Confers with District Counsel and developers.
- Manages contractors and consultants ensuring District standards, policies, and directives are maintained.
- Creates a monthly informational newsletter providing District updates, timely legislative changes, current State regulations and requirements, and noteworthy issues and accomplishments.

THE IDEAL CANDIDATE

The ideal candidate will be a dynamic, visionary, and strategic leader with extensive management and administrative abilities. Excellent communication and interpersonal skills are necessary to build and maintain effective relationships with the Board of Directors, internal staff, local and regional agencies, and the public. The successful candidate will be politically astute with the ability to interact with elected officials on matters that impact the District and community. Solid knowledge of water issues and organizational structure, regulatory compliance, business practices and principles, the budget process, and administration are essential. The selected candidate will be a strong staff leader who appreciates the need for teamwork and collaboration. This position requires a motivated leader, who is forward thinking, approachable, and committed to excellence. The ideal candidate will understand local, regional, County, and State water issues and trends as well as the Integrated Regional Water Management (IRWM) collaboration and funding process including regional, County, and State entities.

Key Attributes and Characteristics

- A solid leader and role model with a positive presence who demonstrates initiative, is action-oriented, exercises good judgment, treats others with respect, and is open and approachable.
- Strong organizational skills with the ability to adapt to changing priorities.
- Establish and maintain effective, pleasant, and cooperative working relationships with Board members, employees, business partners, and the general public.
- Able to analyze complex technical and administrative problems, evaluate alternative solutions, and adopt effective courses of action while paying attention to both immediate needs and long-term impacts.
- Fiscally responsible and prudent, keeping the interests of the District and its customers in mind at all times.



- Supportive and positive in leadership style, an active listener; able to communicate technical and non-technical issues effectively in a variety of situations including with elected officials, staff and the general public; able to resolve conflict and negotiate effectively with others.
- Able to engender trust and credibility, with a high degree of integrity and ethical conduct.
- A strong customer service ethic.

QUALIFICATIONS

- Bachelor of Science degree in Engineering, Public Administration, Business Administration, or similar discipline, or a combination of equivalent experience/education is acceptable.
- Day-to-day maintenance, operations, structure, and function of water distribution systems.
- Budget development, analysis, and financial strategies.
- Long-range planning.
- Regulatory and legal requirements of a water district.
- Coastal zone regulations, particularly with regard to viability of riparian corridors, aquifers, and associated habitat.
- Interrelationship between water and land use decisions.
- Technology related to water resource and business management.

SALARY AND BENEFITS

The current General Manager is earning \$197,000 and starting salary is expected to be in the same range, depending on experience and qualifications.

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, June 3, 2022.

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/general-manager-7/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).

For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the District. The District will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.

