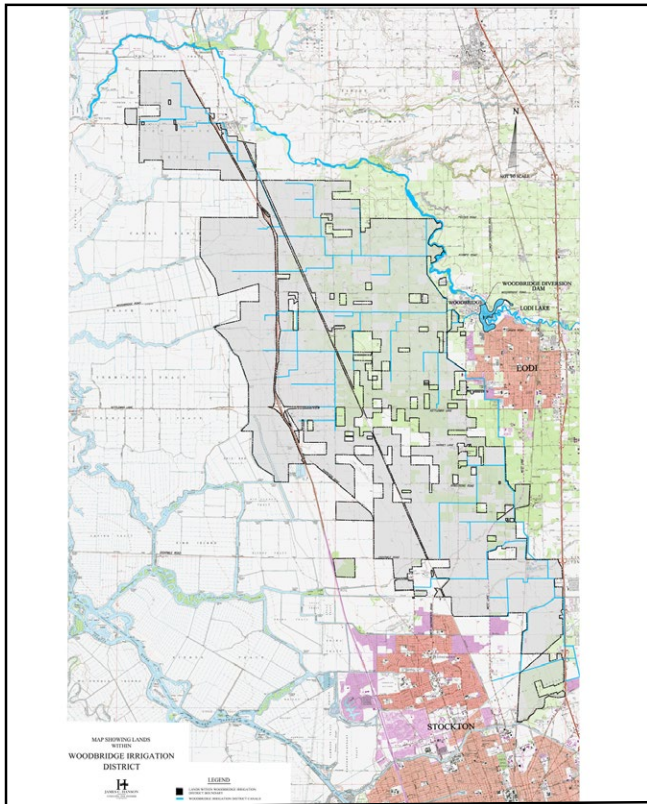




# General Manager





## ABOUT THE DISTRICT

Organized in 1924 and located in San Joaquin County, Woodbridge Irrigation District (WID) has the authority to divert water from the Mokelumne River (Lodi Lake) and provide water service west of the City of Lodi and north of the City of Stockton. The WID service area includes the unincorporated communities of Woodbridge and Thornton, and small portions of the incorporated municipalities of Lodi and Stockton (an area of approximately 63 square miles). This water service area constitutes approximately 4% of the area of San Joaquin County. Approximately 13,000 acres of farmland are supplied with Mokelumne River water by WID, which produce various crops, such as grapes, corn, alfalfa, tomatoes, walnuts, etc. Historically, WID has served the local agricultural community with water that is critical in producing the crops in this area. However, with advancements in irrigation technology resulting in less water being used, WID is now also providing water to the Cities of Lodi and Stockton for municipal use.

WID owns and operates a significant amount of infrastructure required to maintain the flow of high quality Mokelumne River water to its customers. These assets include the Woodbridge Diversion Dam that impounds Lodi Lake, the Moffit Weir on Pixley Slough, the Beaver Slough pump diversion, and a system of canals and pipelines for the purpose of providing water deliveries primarily to agricultural users within the District's service area. The existence of Lodi Lake provides the necessary flows through the main diversion canal in Woodbridge, which runs underneath Lower

Sacramento Road and feeds the vast network of the canals to the north, west, and south. Fish migrating up and down the Mokelumne River are protected from access to the canal system from a state-of-the-art fish screen at the entrance to the diversion canal from Lodi Lake.

## GOVERNANCE

Governed by a five-member Board of Directors who serve four-year terms, and operated by managerial, administrative, and maintenance personnel, WID develops and maintains a network of water storage and delivery infrastructure to guarantee the efficient provision of water to its agricultural and municipal clients.

Andy Christensen has been WID's General Manager since 1991. His innovative efforts to nurture the Mokelumne's salmon run have been recognized with the Frank R. Beeler Watership Stewardship Award. He is credited with orchestrating water flows that help draw increasing numbers of fish up the Mokelumne.

To learn more about Woodbridge Irrigation District, go to: [www.woodbridgeirrigation.org](http://www.woodbridgeirrigation.org)

## 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 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 approximately 20 employees and works with the Board of Directors in improving service to WID's customers.





#### **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.
- Must be able to represent the District's Board of Directors policies and decisions.

#### **Immediate Priorities:**

- The District's goals are to continue upgrading its system of canals and pipelines to convey water more efficiently to farms and cities with new pipeline, canals and Supervisory Control (SCADA) upgrades.
- Make improvements to the District's SCADA system with state-of-the-art hardware and software.
- Work with other agencies to address ground water overdraft by making greater use of surface water, continue to expand bulk water service to Stockton and Lodi.

- Complete the Municipal Service Review (MSR) and a Dam Emergency Action Plan (EAP) which is ongoing and close to completion.

### **THE IDEAL CANDIDATE**

The ideal candidate will be a hands-on, technical, 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, experienced 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 and irrigation issues and trends as well as the Integrated Regional Water Management (IRWM) collaboration and funding process including other regional, County, and State entities.

#### **Key Attributes and Characteristics**

- The ability to build relationships with public officials, farmers, farm organizations and interest groups while protecting the District's water rights.
- 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

- A Bachelor of Science degree in an Engineering discipline such as Civil, Hydraulic, or Electrical Engineering or similar discipline, or a combination of equivalent experience/education is acceptable.
- The ability to oversee day-to-day maintenance, operations, structure, and function of water irrigation systems.
- Budget development, analysis, and financial strategies.
- Long-range planning.
- Knowledge of regulatory and legal requirements of an irrigation district.
- Experience in operations and construction of a California Irrigation District that utilizes open ditch gravity flow canals, pressured pipelines, pumps, electrical motors, and controls.
- Experience and understanding of California Water Law, State Water Resources and Control Board.
- Interrelationship between irrigation and land use decisions.

- Technology related to irrigation resources and business management.
- A Professional Engineering license is highly desirable.
- Bi-Lingual English Spanish is helpful.

## SALARY AND BENEFITS

**T**he current General Manager is earning \$196,054 and the starting salary is expected to be in the same range, depending on experience and qualifications.

### Benefits include:

- The District puts 7% into a Simplified Employee Pension Retirement Plan.
- Family Plan Medical Health Insurance.
- Life Insurance.
- Vacation and Holiday Pay.
- Compensatory Time Off.

## APPLICATION AND RECRUITMENT PROCESS

**The final filing date is Friday, December 16, 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/wid-general-manager/>

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

For additional information, please contact:



**Koff & Associates**  
A Gallagher Company

Frank Rojas

Phone (510) 495-0448

[frojas@koffassociates.com](mailto:frojas@koffassociates.com)

Website: <https://koffassociates.com/>

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.