



WEST VALLEY WATER DISTRICT

# General Manager





## THE WEST VALLEY WATER DISTRICT

Located in Rialto, California in San Bernardino County, West Valley Water District (WVWD) has served the Southern California communities of Bloomington, Colton, Fontana, Rialto, unincorporated areas of San Bernardino County and Jurupa Valley since 1952.

Through name changes and consolidation, the mission has always remained the same: to provide customers with safe, high quality, and reliable water service at a reasonable rate and in a sustainable manner. The District provides water for over 97,000 customers and is overseen by a five-member, publicly elected Board of Directors. During its early years, the District supplied more water for agricultural purposes than for domestic use. During the 1970s and 1980s, the District grew, and homes, businesses and schools soon surpassed agricultural water use. There were other mergers where smaller water companies became a part of the Water District. By the end of the 1980s, the District water facilities included 180 miles of pipeline, 12 reservoirs and 15 water wells. It was during this time that the district built its office and maintenance yard on Baseline Road in Rialto, where they are still located today.

In 1992, the District was a partner in building five miles of new pipeline to bring much-needed water from the Bunker Hill Basin in San Bernardino to the District's service areas. Continuing the trend of working with its neighbors, in 1993 the District partnered with the City of Rialto to build a treatment facility for the water flowing from Lytle Creek. The Oliver P. Roemer Water Filtration Facility has been expanded twice (and will soon begin its next phase of expansion) and also accepts and treats State Water Project water, which increases the amount of water available for their customers.

In 2003, the District's official name became West Valley Water District. By this time the District had five treatment plants, 360 miles of pipeline, 25 reservoirs, 17 wells, 20,000 service connections, and served drinking water to approximately 66,000 residents. In 2016, WVWD opened the nation's first perchlorate treatment facility to bring clean water directly to ratepayers using natural, bioremediation technology. A second perchlorate treatment facility was completed in 2017. In 2018 and beyond, the District looks forward to the opening of WVWD's first hydroelectric generation plant and increased housing developments in our service area. Today, the District serves over 80,000 residents and continues to grow.

## TRANSPARENCY AND GOVERNANCE

The West Valley Water District Board of Directors consists of five members within the community who are elected by Division. Each Director serves a term of four years, with terms overlapping. The Board of Directors develops the policies that govern the District. The District General Manager is appointed by the Board of Directors to oversee the day-to-day operations of the District in accordance to the policies and procedures established by the Board. The District has a total budget of \$65 million including approximately \$32 million allocated annually for capital improvement projects (CIP) and capital expenditures. The District employs approximately 88 individuals in support of District operations and support functions. The District recently won the CSMFO Operating Budget Excellence Award for 2021-2022.

As a public agency, West Valley Water District's Board of Directors, Management and Staff are committed to transparency and accountability regarding the District's operations and business practices. The information below is intended to further our transparency. Feel free to contact us with any questions or requests.

*West Valley Water District's mission is to provide our customers with safe, high quality and reliable water service at a reasonable rate and in a sustainable manner.*

To learn more about the West Valley Water District, go to: [www.wvwd.org](http://www.wvwd.org).

## AN OUTSTANDING CAREER OPPORTUNITY

Reporting to and appointed by a Five-Member Board of Directors, the General Manager serves as the Chief Executive Officer of the District and is accountable for developing, implementing and executing short- and long-term plans, policies, budgets, and strategies to accomplish the District's mission, Strategic Plan and Board of Directors priorities. The incumbent operates within broad general policy guidelines and exercises substantial latitude and discretion to achieve effective and efficient utilization of the District's resources in serving the District's constituencies and ratepayers.





The General Manager will be responsible for the daily management and oversight of the District including working closely with the various department and program directors, as well as with other external agencies and stakeholders. Under general policy guidance from the Board of Directors, the General Manager oversees, reviews, and evaluates Administration, Engineering, Finance, Operations, Human Resources, Customer Service and Community Relations; ensuring that services and operations are delivered in an efficient and effective manner, and also acts as principal advisor to the Board.

**Essential Duties include but are not limited to the following:**

- Provide leadership in the implementation of Board policies and the development of strategies, business plans, budgets, programs, procedures, long-range plans and administrative and personnel management for the District.
- Plan and evaluate senior management staff performance.
- Provide leadership and work with staff to develop their skills to the highest potential.
- Hire and retain highly competent, customer-service oriented staff.
- Apply day-to-day management practices which support the District's mission, objectives, and values.
- Direct the development of operating and capital budgets for consideration and eventual adoption by the Board.
- Represent the District before external organizations, including other water districts/agencies, governmental and regulatory agencies, private entities, professional and community organizations, citizen boards and commissions, the media, and the general public.

## THE IDEAL CANDIDATE

The ideal candidate will be a dynamic, visionary, and strategic leader with extensive management and administrative abilities. The successful candidate will have excellent communication and interpersonal skills necessary to build and maintain effective relationships with internal staff, partnering agencies, and the Board of Directors. This is an exciting opportunity for a politically astute manager and change agent with the ability to interact with the legislature and other elected officials on matters that affect the District and community to make a difference in the future growth, stability, and future success of WVWD. Solid knowledge of water

issues and organizational structure, regulatory compliance, business practices and principles, the budget process, and administration are essential. The ideal candidate is a strategic thinker who appreciates the need for teamwork and collaboration. The WVWD's next General Manager must be willing and able to manage people and motivate the creative process with inspiration, show capacity to multi-task and manage diversity of activity, programs, and staff, while leading with diplomacy, inclusive communication, and positive motivational leadership. Past experience in strategic plan development is helpful.

The position requires a motivated leader, who is positive, approachable, and committed to excellence. The ideal candidate will understand County, regional and State water issues and trends and the Integrated Regional Water Management (IRWM) collaboration and funding process which includes County, regional, Tribal and State entities.

**Key Competencies 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.
- An active problem solver who anticipates and responds to problems in a timely manner, develops alternative solutions, and is able to bring resolution to issues quickly, involving others as needed.
- A relationship builder committed to excellence with a strong customer service ethic and the ability to empower employees while also holding them accountable.
- An outstanding manager of people who provides guidance and professional support to staff, offers regular feedback to employees, and serves as a mentor in providing training and growth opportunities.
- Excellent at writing clear, concise staff and other reports for presentation in oral or written format to the Board or other elected bodies.
- A leader who is collaborative and supportive in working with executive leadership, ensuring the organization works toward a common goal.
- A person with the highest ethical standards who commands the trust and respect of peers through conduct of high integrity and professionalism.



## QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

- A bachelor's degree from an accredited college or university in business administration, public administration, civil engineering, or a closely related field.
- A master's degree or other advanced degree in fields such as public/business administration, legal or engineering is desirable.
- Ten (10) years of progressively responsible executive or management experience in the operation and maintenance of a large, complex public utility; or equivalent combination of training and experience.

## SALARY AND BENEFITS

**The salary range is \$235,768 to \$259,345. (The District is in the middle of a compensation study and the salary range for this position is currently under review.)**

**West Valley Water District offers an excellent benefits package that includes:**

- **Health Insurance** - Becomes effective the first of the following month after date of hire for self and family.
- **Dental Insurance** - Becomes effective the first of the following month after date of hire for self and family. Coverage includes orthodontic benefits after one year of employment.
- **Vision Service Plan** - Becomes effective the first of the following month after date of hire for self and family.
- **Long-Term Disability Plan** - Becomes effective the first of the following month after thirty (30) days of employment.
- **Life Insurance Plan** - Becomes effective the first of the following month after thirty (30) days of employment. The coverage through The Standard provides a flat amount policy for both Basic Life and AD&D covered for \$300,000.
- **Employee Assistance Program (EAP)** - Becomes effective the first of the following month after thirty (30) days of employment.
- **Tuition Reimbursement Program** - Up to \$5,000 annual tuition per fiscal year.

- **Sick Leave** - 96 hours of sick leave per year
- **Holidays** - District employees receive 12 holidays per year plus two floater holidays.
- **Annual Vacation Allowance** - 120 hours for Executive Management
- **Administrative Leave** - 120 hours for General Manager, Assistance General Manager and Chief Financial Officer.

**(District pays the total cost of the above benefits.)**

- **Public Employees' Retirement System (PERS)** - effective first day of work. Under the Public Employees' Pension Reform Act (PEPRA) of 2013, new members will be provided the 2% at 62 retirement formula with an employee contribution of 6.75% of the annual salary. However, if confirmed as a Classic Employee with PERS, your formula will be 2% at 55 and District will pay both the Employer and Employee portion of this benefit.
- **Social Security and Medicare** - employees contribute their portion of this benefit.
- In addition, a 457 retirement plan, supplemental Insurance and credit union services are offered for voluntary participation.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

**The final filing date is Wednesday, January 11, 2023.**

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/vvwd-general-manager/>

Resumes should reflect years **and** months of positions held, as well as size of staff and budgets you have managed.

For additional information, please contact:



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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 executive recruiter. Koff & Associates will report the results to the District. The District will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

