

# CAREER OPPORTUNITY



**HYBRID AND ALTERNATE WORK SCHEDULE AVAILABLE**

**First consideration will be given to applications received by Friday, April 28, 2023, at 5pm.**

ALAMEDA COUNTY WATER DISTRICT invites applications for:

**INFORMATION TECHNOLOGY MANAGER**

**SALARY: \$176,174–\$214,150 PLUS EXCELLENT BENEFITS**

**RECRUITMENT IS OPEN UNTIL FILLED**





## THE COMMUNITY

**THE ALAMEDA COUNTY WATER DISTRICT (ACWD) IS LOCATED IN THE CITY OF FREMONT** and serves the Tri-City area. The Tri-Cities of Fremont, Newark and Union City are conveniently located, central to the San Francisco Bay Area, and combines the region's rich history with many fun things to do. They are near bustling activity hubs Oakland, San Jose, and San Francisco. With excellent schools and a diverse and vibrant community—it's a great place to raise a family. With a temperate year-round climate, there is ample opportunity to enjoy the outdoors, including the Alameda Creek Trail and Quarry Lakes Regional Recreation Area, and various outdoor hiking trails and scenic landscapes.

## THE DISTRICT

ACWD is a special purpose public agency that provides drinking water to over 345,000 people in Fremont, Newark, and Union City (greater San Francisco Bay Area). ACWD supplies and treats water from three sources: 1) State Project water via the South Bay Aqueduct, 2) Hetch Hetchy water and treated local water purchased from the San Francisco Public Utilities Commission, and 3) groundwater from an aquifer recharged by both natural runoff and imported water flows. There are three major water production facilities using treatment technologies including primary ozone disinfection and reverse osmosis. The District encompasses more than 900 miles of distribution and transmission pipelines, as well as 13 tanks and reservoirs; it is currently implementing Advanced Metering Infrastructure at each of the District's 87,000 water services, and 4.5MW of solar arrays at District facilities. The annual average demand is 35 million gallons per day. ACWD has a staff of 244 employees and a budget of approximately \$175 million. The District is headquartered in Fremont, CA. For further District information, see our website at [www.acwd.org](http://www.acwd.org).



## ABOUT THE POSITION

The Alameda County Water District, in Fremont, California, is seeking an experienced professional with outstanding skills to serve as the Information Technology Manager. Under administrative direction from the Director of Engineering and Technology Services, plans, organizes, and manages the operations of the District's Information Technology function; establishes standards to maximize systems integrity and productivity; plans, schedules, and supervises the work of professional and technical staff engaged in systems analysis, design, development, implementation, maintenance, and security work; develops and implements strategic plans, goals, policies, procedures, and budgets; develops specifications, evaluates bids, and provides recommendations for capital purchases of computers and related equipment; represents the Information Technology Division within the organization and externally; and performs related work as required.

## THE IDEAL CANDIDATE

- Knowledge of: principles, practices, methods, and current technologies of information systems management as applied to systems analysis, design, development, implementation, maintenance, and security.
- Knowledge of principles, practices, and current technologies of database and network design, security, and administration.
- management principles, methods, and techniques related to budgeting, project planning and administration, purchasing, and contracts.
- Plan, organize, integrate, and manage the services and operations of an Information Systems Division in a multi-platform environment.
- Identify information systems issues and opportunities, formulate and evaluate technology strategies, set priorities, and allocate resources to meet District needs most effectively.
- plan, schedule, supervise, and evaluate the work of professional and technical staff; establish and maintain project and production schedules.
- Prepare clear, concise, and accurate budgets, reports, analyses, records, and correspondence.
- Experience in leading or actively participating in Information Security (Cybersecurity) Program initiatives and processes.

## KEY RESPONSIBILITIES

- Plans, organizes, integrates, and manages the activities of the District's Information Technology Division; develops, modifies, and implements strategic plans, goals, and objectives; keeps abreast of industry trends, emerging technologies, and best practices; administers policies and procedures and recommends improvements to the District's information systems program.
- Plans and manages the design, installation, modification, maintenance, integration, and security of new and existing information systems and applications; establishes standards to maximize systems integrity and productivity.
- Directs the planning and operations of the District's cyber-security program.
- Directs the planning, design, and administration of the District's Local and Wide-Area Networks and telecommunications systems.
- Directs the planning and operations of the District's Geographic Information Systems (GIS) program.



Quarry Lakes - Fremont, CA





## MINIMUM QUALIFICATIONS

**ANY COMBINATION OF EDUCATION AND EXPERIENCE** that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Possession of a Baccalaureate degree from an accredited college or university with a major in management information systems, computer science, or a related field.
- Six (6) years of progressively responsible experience in information systems design, programming, installation, maintenance, integration, and administration, including three (3) years of lead experience directing the work of others in the field and \*completion of at least 75% of the District's Leadership Skills Training Program.
- One (1) year of supervisory experience may substitute for completion of the District's Leadership Skills Training Program.

## CERTIFICATIONS

- Must possess a valid driver's license and have a satisfactory driving record.

*\*If selected for the position, the candidate will be required to complete ACWD's Leadership Skills Training Program (LST), if applicable.*



## ACWD OFFERS A COMPETITIVE BENEFITS PACKAGE THAT INCLUDES:

- ▶ **Health Insurance:** Coverage is provided through the CalPERS Health program. Employees contribute 1.0% of their salary toward the cost of their medical benefits. Under the Cafeteria Plan, employees will receive a flex dollar allowance to purchase healthcare coverage and qualifying voluntary products.
- ▶ **Dental and Vision:** The District fully pays for coverage of the employee and eligible dependents.
- ▶ **Retirement:** California Public Employees Retirement System (CalPERS) benefit depends on whether the employee is a "new" member or a "classic" member under state law.
  - ▶ **Classic member:** Employee who is a member of PERS or reciprocal agency within six months of hire at ACWD. 2.5% @ 55 with 5.5% employee contribution. \$5000 Retired Death Benefit, 3% Annual Cost-of-Living Allowance Increase, Post-Retirement Survivor Allowance to Continue After Remarriage, Pre-Retirement Death Benefits to Continue After Remarriage of Survivor, Additional Opportunity to Elect 1959 Survivor Benefits, 1959 Survivor Benefit Level 4, Unused Sick Leave Credit, Public Service Credit for Peace Corps, AmeriCorps VISTA, or AmeriCorps Service, Military Service Credit as Public Service, Final Compensation 1 Year, Post-Retirement Survivor Allowance, Prior Service.
  - ▶ **New member:** Employees hired after 12/31/12 that were not members of PERS or a reciprocal agency within the last six months of hire at ACWD. 2% @ 62 with 7% employee contribution; effective 7/1/23 PEPPRA employee contributions will increase to 7.75%. \$5000 Retired Death Benefit, 1959 Survivor Benefit Level 4, 3% Annual Cost-of-Living Allowance Increase, Additional Opportunity to Elect 1959 Survivor Benefits, Final Compensation 3 Years, Military Service Credit as Public Service, Post-Retirement Survivor Allowance, Post-Retirement Survivor Allowance to Continue After Remarriage, Pre-Retirement Death Benefits to Continue After Remarriage of Survivor, Pre-Retirement Option 2W Death Benefit, Prior Service, Public Service Credit for Peace Corps, AmeriCorps VISTA, or AmeriCorps Service, Unused Sick Leave Credit.
- ▶ **Social Security/Medicare:** The District does not participate in Social Security but provides a 1.45% matching Medicare contribution.
- ▶ **Retiree Health Benefits:** Employees are provided contributions to a Retiree Health Savings Account towards their future retiree health benefits.
- ▶ **Life Insurance:** The District provides you with Basic Life Insurance and Basic AD&D Insurance of one- and one-half times your annual salary to a maximum of \$250,000. There is no cost to the employee for this insurance.
- ▶ **Long-Term Disability:** The District provides you with Long Term Disability Income Insurance of 66 2/3% of monthly earnings with a maximum monthly benefit of \$15,000.
- ▶ **Short-Term Disability:** Coverage is provided through the District for employees working more than 20 hours per week at 66 2/3% of base weekly earnings for the first 12 weeks up to a weekly benefit maximum of \$2,350.
- ▶ **Deferred Compensation:** Optional deferred income plans allowing tax sheltering of current income and payment later as supplemental retirement income. The District matches up to \$1,750 per year to the employee's 401(a).
- ▶ **Vacation:** 10 days first year, increasing to 25 days after 20 years.
- ▶ **Holidays:** 11 days per year.
- ▶ **Management Leave:** 96 hours of Management Leave per calendar year.
- ▶ **Employee Assistance Program:** Up to 6 sessions for employees and family members for professional consultation and short-term counseling.
- ▶ **Tuition Reimbursement:** The District will reimburse 100% of the total tuition and textbook costs incurred in taking courses outside of normal working hours related to District employment up to an annual maximum of \$5,250.





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## THE SELECTION PROCESS

TO APPLY, PLEASE VISIT:

[www.acwd.org/jobs](http://www.acwd.org/jobs)

Your application should include your resume, cover letter, and completion of supplemental questions.

Candidates who present the best job-related qualifications will be invited to participate in the first round of panel interviews with ACWD.

## EMPLOYMENT INFORMATION

► Employment offers are normally made following the outcome of a reference check and are always contingent upon successful completion of a job-related pre-employment physical exam, which may include a drug screen, as well as a security background check. These exams are administered by the District at no cost to the applicant. All District employees are subject to the District's drug and alcohol policies.

► Employment is made contingent upon verification of identity and legal right to work in the U.S.A. pursuant to federal law, and the signing of a loyalty oath pursuant to state law.

