



CONTRA COSTA  
WATER DISTRICT



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# Assistant General Manager

(Water Resources, Operations & Maintenance)

## THE COUNTY

Contra Costa County is one of nine counties in the San Francisco /Oakland Bay Area covering approximately 733 square miles. The County has one of the fastest growing workforces among Bay Area counties and is rich in ethnic, cultural, and socioeconomic diversity. With a current population above 1.1 million, Contra Costa County is the ninth most populous county in California. The County includes 19 incorporated cities with varied urban, suburban, industrial, agricultural, and port areas. A large part of the County is served by the Bay Area Rapid Transit District (BART) mass transit system, which has helped enable significant residential and commercial development. Prestigious public and private academic institutions, including Stanford University, University of California at Berkeley, University of San Francisco, the University of California at Davis, Saint Mary's College, and various California State University campuses, are within driving distance.

## THE DISTRICT

Based in Concord, California, the Contra Costa Water District (CCWD) delivers safe, clean water to approximately 500,000 people in central and eastern Contra Costa County. Formed in 1936 to provide water for irrigation and industry, CCWD is one of the largest urban water districts in California and a leader in drinking-water treatment technology and source water protection. In addition to providing drinking water to residences and businesses in the community, CCWD also serves approximately 15 major industrial customers and 25 agricultural customers in the area.

### MISSION

*The Mission of the Contra Costa Water District is to strategically provide a reliable supply of high-quality water at the lowest cost possible, in an environmentally responsible manner. This mission is accomplished using the following core values: Safety, Trust, Responsibility, Exceptional Service, Employee Success, Teamwork, Continuous Improvement, Recognition, and Communication.*

## GOVERNANCE

CCWD is governed by five elected Directors, each representing a division of approximately 110,000 people. Each Director is elected to a four-year term. Elections are consolidated with the statewide election and held every two years in November on even-numbered years. Candidates must be registered voters and must reside within the District's service area.

## THE POSITION

The Assistant General Manager (AGM) of Water Resources, Operations & Maintenance is responsible for assisting the General Manager in managing and directing the activities

of District operations including planning, organizing, and directing the District's Water Resources Division and Operations and Maintenance Department; recommending policies and procedures related to assigned departments and divisions; providing highly complex assistance to the General Manager; and performing related duties as assigned. The AGM will oversee short- and long-term planning and the development and administration of policies, procedures, and services. Successful performance of the work requires knowledge of public policy, District functions and activities, including the role of the District's Board of Directors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The AGM will oversee approximately 150 staff including represented employees. A background in water resources planning and operations as well as working with a unionized workforce is highly desirable.

### Duties include but are not limited to the following:

- Participate regularly in leadership and management programs and provide direction to staff and all levels of the organization. Promote effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources.
- Develop, plan, and implement goals and objectives consistent with the District's adopted organizational mission, values, and goals and utilize performance planning techniques to identify, establish, achieve, and measure goals and objectives.
- Train, motivate, and direct department personnel to build a department of high performance and accountability. Create consistent goals, priorities, and performance metrics to ensure fairness and equitability.
- Lead and direct the management of water resources activities including securing and maintaining water supplies and water quality sufficient to meet District needs. Manage the District's conveyance, storage, transmission, distribution, and treatment facilities, and districtwide water quality functions to ensure reliable 24/7 operations.







- Represent the District as principal expert in regulatory proceedings, hearings, and/or formal meetings dealing with water resources, rights, and quality issues.
- Evaluate proposed, new, and current legislation to protect the District's water supply, quality, and reliability. Provide counsel to the General Manager and Board of Directors regarding District positions and make recommended changes for legislation, water resource policy development and implementation.
- Work with Public Affairs to develop engagement strategies to ensure clear, consistent, and transparent communication of the District's positions on legislation, projects, and related activities to support the District's Mission and protect the District's interests.
- Direct the procurement of water resources by leading the negotiation of complex agreements related to securing and maintaining water supplies of quality and quantity sufficient to meet District needs. Serve as the inter-agency liaison with state, federal, and local agencies and organizations.
- Build and maintain positive working relationships with inter-departmental staff, partnering agencies, and the public using principles of good customer service.
- Research, prepare, and present staff, financial, operations, and administrative reports and other necessary correspondence to various audiences, including the Board of Directors.
- Lead by example and serve as a champion for the District's Diversity, Equity, and Inclusion Program and the Employee Health and Safety Program with continuous improvement efforts.
- Performs related duties as assigned.

## THE IDEAL CANDIDATE

The ideal candidate will be an innovative, collaborative team-builder and strategic leader with extensive management and technical abilities. The successful candidate will be hands-on, creative, and solutions-oriented, able to create hybrid teams using a combination of internal staff, industry partners, and external consultants to build a culture of efficiency using best practices and continual process improvement, teamwork, and an environment of high performance. Solid communication

and interpersonal skills are necessary to establish positive working relationships; must be approachable and work well with individuals at all levels of the organization. The selected candidate will exemplify personal integrity, political savvy, dedication to public service, and a commitment to the core values of diversity, equity, and inclusion.

### 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.
- 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.
- A commitment to diversity, equity, and inclusion in growing and building staff and team support.
- 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.
- An individual who leads from the front and is willing to roll up their sleeves in emergency situations. A working manager who motivates by example as well as inspiration.
- Excellent communication and interpersonal skills necessary to build and foster positive working relationships with all levels of staff, executive leadership, government agencies, and other key stakeholders and business partners.
- 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.



- Participation in Social Security and Medicare.
- Extensive Wellness Program including 50% employer-paid gym membership.
- Health Insurance Credit for eligible dependents who have other medical benefit coverage. Educational Assistance Program up to \$3000 per year per employee.
- Employer paid Employee Assistance Program offering counseling and referral services.
- Free admission to Los Vaqueros Reservoir that offers recreation areas, fishing, boating, and hiking trails.

## APPLICATION AND RECRUITMENT PROCESS

**The final filing date is Monday, October 2, 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/ccwd-assistant-general-manager-2/>

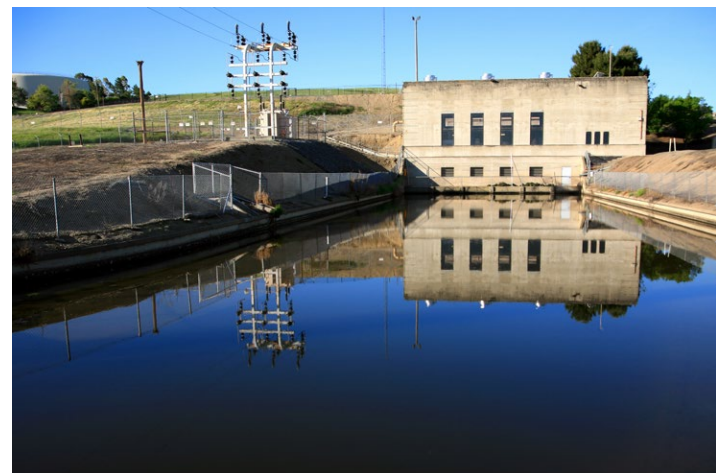
Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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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 CCWD. The CCWD 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.



## 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:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in engineering, business or public administration, or a related field.
- Ten (10) years of increasingly responsible administrative experience in water utility operations and maintenance and/or water resources management.
- Five (5) years of senior level administrative and management responsibility.

## SALARY AND BENEFITS

**The salary range for the Assistant General Manager – Water Resources, Operations & Maintenance) is \$236,017.00 - \$286,894.44. The starting salary is expected to be at mid-point.**

In addition to a competitive salary, for regular-status positions, the Contra Costa Water District offers an excellent benefits package as follows:

### Unrepresented employee benefits include:

- Employer-paid medical, dental, vision, and life insurance.
- Employer-paid short term and long-term disability insurance.
- Voluntary participation in the Flexible Spending Accounts for dependent care and healthcare reimbursements.
- Flexible Benefit of \$170 per month; equating to \$2040 per year.
- Voluntary participation in the 401(a) and 457(b) deferred compensation plans with up to a 5% employer match.
- 11 paid holidays plus 16 hours of floating leave per year.
- 110 hours of paid administrative leave per year.
- 15 days of vacation accrual during the first two years; 17 days per year accrual from years two to four; with additional accrual increases thereafter.