



WEST VALLEY WATER DISTRICT

Assistant 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.

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, schools and parks soon surpassed agricultural water use. There were mergers where smaller water companies became a part of WVWD system. Over the years, through name changes and consolidations, 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.

As the region continued to grow, the District continued to deliver, looking ahead and working with others to provide essential water services. In 1992, the District was a key partner in building five miles of new pipeline to bring much-needed water from the Bunker Hill Basin to the District's service areas. In 1993, the District partnered with the City of Rialto to build the Roemer Water Filtration Facility which treats water from both Lytle Creek and the State Water Project. Roemer has been expanded twice, and now includes hydroelectric generation, with construction of a \$60M expansion to 21mgd now underway. West Valley innovation and stewardship was on full display in 2016 as the nation's first perchlorate treatment facility was brought online to bring clean water directly to customers using bioremediation technology.

Today, the region continues to grow and prosper with new businesses, schools, parks, and home developments. The District now serves nearly 100,000 customers over a 32 square-mile area with 23 wells, 360 miles of waterline, 26 reservoirs, and a talented, high-performing staff of 88. Now, with new leadership and direction, West Valley is experiencing a renaissance as it advances as a regional leader, a preferred workplace, and a model, high-performance water utility that is customer-service oriented, cost-effective, innovative, and results-driven. It is one that is recognized for integrity, accountability, leadership, partnership, stewardship, and excellence.

GOVERNANCE and TRANSPARENCY

The District's Board of Directors consists of five members from our 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 to oversee the day-to-day operations of the District in accordance with the policies and procedures established by the Board. The District currently has a total annual budget of \$115M including \$38M in operating revenues and \$80M for capital improvement projects (CIP) and capital expenditures.

As a public agency, the District's Board of Directors, Management and Staff are committed to the highest levels of transparency and accountability regarding all District operations and business practices. This was recently validated by the Government Finance Officers Association which just awarded the District the exclusive Triple Crown award for excellence in financial reporting across multiple spectrums.

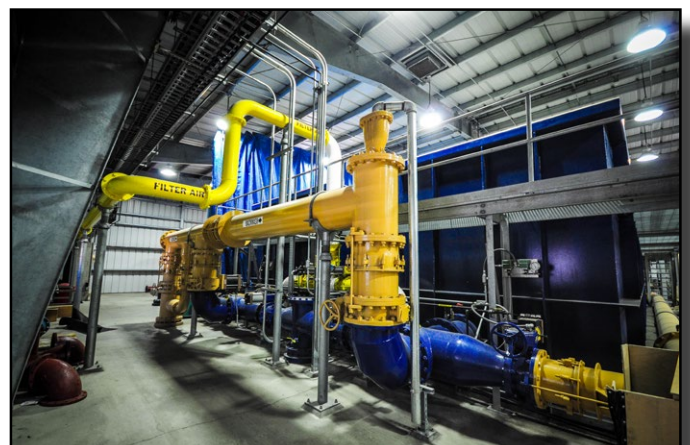
To learn more about the West Valley Water District, go to:
www.wvwd.org

AN OUTSTANDING CAREER OPPORTUNITY

Reporting to the General Manager, this position serves on the Executive Leadership Team and provides leadership and management as required to advance the goals and mission of the District. This position is responsible for the planning, direction, and oversight of assigned staff, programs, processes, services, and resources, including direct management of the operations and engineering divisions. Legislative and regulatory advocacy and grants program experience is highly desirable.

Essential Duties include but are not limited to the following:

- Provide support and leadership in the implementation of Board policies and the development of strategies, business plans, budgets, programs, procedures, short- and long-range plans and administrative and personnel management.
- Plan, direct, develop, supervise, coach, train, empower, motivate, and evaluate senior management staff goals, performance, and best practices.
- Provide leadership and work with staff on professional development and build a high performance, team-oriented working environment District-wide.





- Assist the General Manager with the analysis, preparation, presentation, justification and administration of the District's budget. Direct the development of operating and capital budgets for consideration and eventual adoption by the Board.
- Work closely and serve as the District representative with other external organizations, including other water districts/agencies, governmental and regulatory agencies, professional and community organizations, citizen boards and commissions, the media, and the general public.
- Serve as the District's State and Federal Grant Administrator.

THE IDEAL CANDIDATE

The ideal candidate will be an innovative, proactive problem-solver with effective communication and interpersonal skills necessary to build and maintain strong relationships both internally and externally with regional, state, and federal agencies, other special districts, trade associations, environmental entities, customers, WWD leadership, staff, and the Board of Directors. This is an exciting opportunity for an effective manager and change agent with the ability to communicate and collaborate effectively with many different types of people to make a positive difference in the growth, stability, and future success of WWD. A strong base of knowledge in water systems, water issues, regulatory compliance, business practices and principles, management, supervision, and the budget process is essential. The preferred candidate will be an energetic, optimistic, productive, collaborative self-starter who can develop and motivate staff and deliver results both individually and as a team effort.

Key Competencies and Characteristics

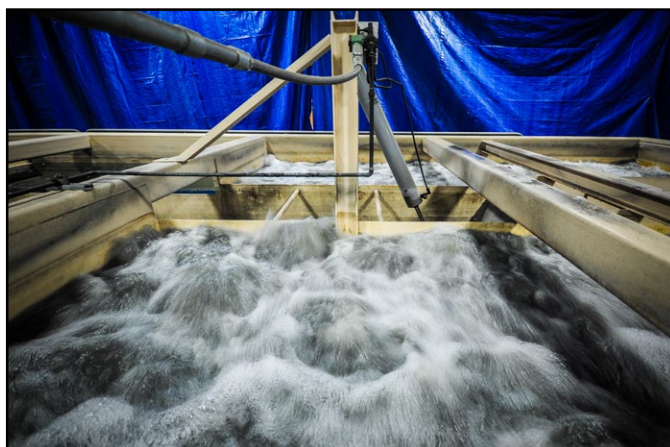
- A solid leader and role model with a positive presence who demonstrates initiative, is results-oriented, exercises good judgment, treats others with respect, and is open and approachable.
- An active problem solver who anticipates and responds to problems in a timely manner, develops alternative solutions, 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 written and verbal communication skills with the ability to articulate clear and direct information to various audiences.
- A leader who is collaborative and supportive in working with executive leadership and all others to ensure the organization works toward a common set of goals.
- A person with the highest ethical standards who commands the trust and respect of peers through conduct of high integrity and professionalism.
- Understands County, regional and State water issues and trends and the Integrated Regional Water Management (IRWM) collaboration and funding processes which includes County, regional, Tribal and State entities.

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 related master's degree is desired.
- A minimum of six (6) years of experience in progressively responsible professional water utility administration, at the managerial level, involving water system operations and engineering. Up to eight (8) years of additional qualifying experience may be substituted for the required education, on a "two for one" basis (two years of experience for one year of education).
- Water utility services, system operations and administration.
- Water law and basic legal procedures concerning a public utility, including City ordinances and state and federal mandates.
- Practical knowledge of safety practices.
- Registration as a professional civil engineer in the State of California is preferred but not required.





SALARY AND BENEFITS

The salary range is \$143,686 – 235,768. *(The District is completing 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 Friday, September 29, 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/wvw-assistant-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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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.

