



CITY OF
**PALO
ALTO**

Assistant Manager Water Quality Control Operations



The Community

Palo Alto, known as the “Birthplace of Silicon Valley,” is home to 69,700 residents and nearly 100,000 jobs. Unique among city organizations, the City of Palo Alto operates a full array of services including its own gas, electric, water, sewer, refuse and storm drainage provided at very competitive rates for its customers. The City of Palo Alto offers robust community amenities including 36 parks, 39 playgrounds, five community and youth centers, 41 miles of walking/ biking trails and five libraries. The City also manages a regional airport and provides fire, police and emergency services. Palo Alto is an award-winning City recognized nationally as innovative and well-managed, one of a small number of California cities with a AAA bond rating. City services and performance also receive high marks from community members in the annual citizen survey conducted by Polco (previously, the National Research Center).

As the global center of technology and innovation, Palo Alto is the corporate headquarters for many world-class companies and research facilities such as VMWare, Hewlett-Packard, and Tesla. Home to Stanford University and a top-ranked public school system, Palo Alto also features beautiful and historic residential neighborhoods, vibrant shopping and retail districts. Palo Alto has a highly educated and culturally

sophisticated citizenry that is actively engaged in making a difference both locally and globally.

The City of Palo Alto is more than 100 years old and is named after a majestic 1,000-year-old coastal redwood tree along San Francisquito Creek, where early Spanish explorers settled. The blend of business and residential areas anchored by a vibrant downtown defines Palo Alto’s unique character. A charming mixture of old and new, Palo Alto’s tree-lined streets and historic buildings reflect its California heritage. At the same time, Palo Alto is recognized worldwide as a leader in cutting-edge technological development.

The City Government

Palo Alto is a Charter City and has a council-manager form of government in which the seven-member, popularly elected City Council appoints the City Manager, who in turn oversees a dynamic Executive Leadership Team in the operation of departments employing approximately 1,000 staff. This vibrant organization enjoys a strong, collaborative, and open environment.

The Water Quality Control Plant

Owned and operated by the City of Palo Alto, the Plant treats wastewater for the communities of Los Altos,

Los Altos Hills, Mountain View, Palo Alto, Stanford University and the East Palo Alto Sanitary District. The plant traces its history back to the first sewer network in the City begun in 1898. Throughout the intervening 126 years, the City has created a world-class system treating water to the highest standards. The Plant is now undergoing a \$500,000,000 capital improvement project which will keep the Water Quality Control Plant on the cutting edge of technology for years to come. First and foremost, The Plant management and all of our 55-member strong staff, considers ourselves dedicated stewards of the environment of Palo Alto and the entire San Francisco Bay. Our commitment and dedication to our work has earned us numerous industry awards over the years. Click [here](#).

To learn more about the Plant’s history, click [here](#).

The Position

The Assistant Manager Water Quality Control Operations manages, plans and coordinates the activities of the plant operations team as well as serving as safety officer. Under supervision of the Water Quality Control Plant Manager, the incumbent is responsible for establishing and enforcing quality standards for operations and supervises all aspects to ensure attainment of quality performance. Further, the Assistant Manager is responsible for assisting

with contractual agreements with RWQCP partner agencies. The Incumbent is responsible for planning and assessing operational goals and objectives regarding all aspects of plant operations. The incumbent will serve along side the assistant plant manager for maintenance and the capital group manager, all serving under the Plant Manager.

Distinguishing Characteristics

This classification is at the second general management level. The Incumbent will be charged with the implementation of daily operations related to the operations function. The Assistant manager will exercise a high level of technical expertise and prepare written and oral reports for management, boards and commissions, and the City Council. Hence, the Incumbent must have a proven record of excellent written and verbal communication.

Typical Duties

Typical duties include, but are not limited to: supervising staff; managing the operations section activities including analyzing and reviewing work processes; monitoring activities for compliance with applicable laws, ordinances, codes, rules, regulations, policies, procedures, and standards; managing the design, programming, installation, operation and maintenance of the WQCP, SCADA, SAP modules, and database systems; monitoring plan effluent quality to ensure compliance with discharge limits; serving as a liaison

with employees, external organizations and the public; ensuring compliance with applicable Federal, State, and local laws, rules, regulations and policies; preparing, reviewing, interpreting, and analyzing a variety of information, data, and reports and making recommendations and presentations based on findings; coordinating initiatives for the enhancement and improvement of service, program, and/or project delivery; assisting in developing and administering the division's budget; managing the coordination and facilitation of training; participating in/on a variety of meetings, committees, and/or other applicable groups in order to receive and convey information; and other duties as assigned.

Ideal Candidate

The ideal candidate has thorough experience in the operation and management of a state-of-the-art wastewater treatment plant. The incumbent has demonstrated excellent communication, organizational, and managerial skills. The Assistant Plant Manager is a leader and can manage large and complex projects in coordination with external and internal stakeholders. This person can relate well to staff who are at every level of experience, from blue-collar to PhD's. Further, the incumbent has experience in collaborating with internal stakeholders at all levels, as well as with external partners and regulators,

etc. While an engineering as well as operations background is ideal, as well as senior-level management experience, experience managing large capital improvement projects, as well as financial experience, etc., the most important key attributes include strong operational knowledge and experience. The ideal candidate must be ready to be involved in a dynamic environment. This is not an "auto-pilot" position. Further, the Assistant Manager must have a leadership style that includes a coaching perspective, while ensuring that any deficiencies are corrected. This person can take criticism, incorporate it, and improve. The ideal candidate wants to learn new things. Further, a basic understanding of budgeting and planning to budget is very helpful. Finally, being able to write contracts and compelling employee evaluations is imperative.

Qualifications

Sufficient education, training and/or work experience to demonstrate possession of the knowledge and skills necessary for this role, which would typically be acquired through:

A Bachelor's degree in a related field and five years of directly related experience, including two years of prior supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job, such as those listed above.





Licenses and Certifications: Valid California Driver's License; Grade IV State Water Resources Control Board, Wastewater Plant Operator Certificate. Ability to obtain Grade V State Water Resources Control Board, Wastewater Plant Operator Certification within one year of hire. A complete list of knowledge and skills required for this role can be found [here](#).

Preferred Qualifications: Grade V State Water Resources Control Board, Wastewater Plant Operator Certificate.

Compensation And Benefits

The salary range is \$143,936.00 - \$215,883 annually; placements within the range will depend on qualifications and experience.

In addition to salary, Palo Alto offers a competitive benefits package, described in more detail [here](#), for benefits, that include but are not limited to:

Work Schedule – 9/80 work schedules available.

Retirement – CalPERS 2% @ 60 formula for Classic employees with an 8% employee contribution; 2% @ 62 formula for New Members with an employee contribution of 50% of the normal cost (currently 7.25%).

Medical Plan – City pays a flat rate contribution (in 2024, up to \$2,260 per month for family coverage) and employee pays in accordance with health plan option selected, between \$0 to \$888 per month.

Dental and Vision Plans – Fully paid.

Vacation – 120-200 hours annually, depending on years of service, with option for cash out once a year.

Management Leave – 80 hours per calendar year, eligible for cash-out.

Sick Leave – 96 hours per year.

Holidays – 12 paid holidays per year.

Floating Holiday – One floating holiday each calendar year in acknowledgement of days of historical significance.

Life and AD&D Insurance – Fully paid up to annual salary.

Additional Benefit – Annual contribution of \$2,500 for IRS Section 125 compliant uses such as Flexible Spending Accounts, Non-taxable Professional Development Spending Account, deferred compensation, or health club membership.

The City does not participate in CA State Disability Insurance (SDI) or Social Security. Since the City does not participate in SDI, City employees are not eligible to claim against the State's Pregnancy Disability Leave or Paid Family Leave programs.

Application Process

The final filing date is Monday, November 11, 2024. 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/manager-water-quality-control-plant/>.

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

For additional information please contact:



Pete Smith, Senior Recruiter

510.342.3233

Peter_smith1@ajg.com

www.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 City. The City will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.



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The City of Palo Alto is an Equal Opportunity Employer (EOE). In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.