



*Victorville*

**Assistant  
Director  
of Water**



## ■ ABOUT VICTORVILLE

Located in Southern California at the high-point between Los Angeles and Las Vegas, Victorville is the leading city for both industry and retail in the High Desert region. Victorville is a growing, vibrant community that is home to approximately 136,000 residents and some of the area's largest employers. Clean air, abundant mountain vistas, family-friendly recreational activities, spectacular sunsets and breathtaking night skies entice locals and visitors alike to fall in love with our City. We're within a few hours of SoCal beaches, National Parks, mountain retreats, and other major attractions; and Ontario International Airport is less than an hour away.

Victorville is 2,875 feet above sea level, offering a dry, high-desert climate with a taste of all four seasons. Residents enjoy cool springs and falls, hot and sunny summers, and generally milder winters that sometimes bring light snow. Average rainfall is approximately 3.9 inches per year, and temperatures range from below freezing in winter to 110 in summer.

In 2020, the residential population of Victorville was approximately 128,000 residents. Since then, Victorville has seen an 11.5% increase in population with a new population of approximately 136,000 residents. Estimates suggest that this figure more than doubles during business hours to accommodate the needs of more than 400,000 people who call the Victor Valley home. Victorville is the economic engine of the Victor Valley and the largest commercial center between San Bernardino and the Nevada border. Victorville draws consumers from well beyond the immediate area, including those traveling to Nevada and residents located in neighboring communities.

Victorville's demographic composition reflects a balanced gender distribution, with 50.1% female and 49.9% male residents.

Victorville has a strong workforce with a total of 57,767 individuals. The occupational landscape encompasses a diverse spectrum, as 37% of residents engage in blue-collar professions, while 63% are employed in white-collar roles.

The community's median age stands at 31, underscoring a youthful and dynamic population. Educational achievements are noteworthy, with 78% of Victorville residents holding a high school degree or higher, and 22% possessing an associate degree or advanced credentials.

Highlighting the cultural diversity, Victorville is home to a diverse group of ethnicities, including 54% Hispanic, 19% African American, 18% Caucasian, and 10% from various other backgrounds. This demographic variety contributes to the City's vibrant and inclusive character.

## ■ THE ORGANIZATION AND DISTRICT

The City was incorporated on September 21, 1962 as a general law city. At the time, the population was approximately 8,110 and the land area was 9.7 square miles. Since then, the City has experienced significant growth, increasing the land mass to 74.16 square miles. Victorville operates with a Council-Manager form of government, where the City Council appoints the City Manager. The City Manager is responsible for the day-to-day operations of the City and ensures that policies developed by City Council are executed. The City Council also appoints a City Attorney who is responsible for advising the City Council on legal issues affecting Victorville.



In August of 2007, the former Victor Valley Water District (VVWD) and Baldy Mesa Water District (BMWD) were consolidated to form the Victorville Water District and became a subsidiary district to the City of Victorville. The combined service areas of VVWD and BMWD form the District's current service area, which is approximately 85 square miles, encompassing Victorville and the City's sphere of influence.

The District operates as a department of the City of Victorville, with the City Manager serving as the General Manager and the City Council serving as the Board of Directors. The District owns and operates a potable water system that includes approximately 700 miles of pipeline, 34 active groundwater wells, four pump stations, 24 active storage reservoirs, 25 active pressure reducing valve stations (PRV), and approximately 40,000 service connections within the 85-square mile service area. The District's distribution system includes eight pressure zones and three sub-zones that provide water at suitable pressures across the range of elevations in the service area. The District obtains local groundwater supplies from their own wells and from Mojave Water Agency (a State Water Contractor). The District also owns and operates a reclaimed water system and two conventional water treatment plants; and an industrial wastewater treatment plant using contract operations.

## ■ SIGNIFICANT PROJECTS (WITHIN NEXT 1-3 YEARS)

- ▶ Water Master Plan
- ▶ Water Rate Study
- ▶ Reclaimed Water Master Plan
- ▶ IWWTP Expansion
- ▶ NPDES Permit
- ▶ UWMP
- ▶ ERP and RRA Updates
- ▶ New 1 MG Reclaimed Reservoir
- ▶ New Turnout 5 Water Supply Pipeline
- ▶ AMI Project
- ▶ Tank Maintenance Program
- ▶ Water Conservation Strategic Plan
- ▶ Making Conservation a California Way of Life Compliance

## ■ THE IDEAL CANDIDATE

The City of Victorville is seeking a highly qualified and experienced Assistant Director of Water who exemplifies strong leadership and team-building skills. The ideal candidate will possess a unique blend of technical proficiency, strong leadership skills, and exceptional communication abilities to foster a cohesive and motivated team. The next Assistant Director of Water values teamwork and recognizes the importance of each team member in contributing to the City's overall success. They possess experience in budgeting and financial management, ensuring efficient allocation of resources and cost-effective operations. In addition to their leadership and financial acumen, the candidate brings valuable knowledge in the redesign and optimization of water/wastewater treatment plants. Their expertise in this area will be instrumental in driving innovative solutions and improvements to the City's water infrastructure. The ideal candidate is committed to excellence, sustainability, and the continuous enhancement of water services for the community.

## ■ THE POSITION

Under the general direction of the Director of Public Works and Water, the Assistant Director of Water will direct, manage, supervise, and/or coordinate assigned programs, divisions, and activities within the Public Works and Water Department including: water supply, water distribution, water meters, wastewater treatment, reclaimed water, water conservation, line locating, warehousing, and administrative services. The work includes organizing, directing, and supervising all classes of Water employees engaged in construction, repair, operations, maintenance, planning, and administrative tasks. The Assistant Director of Water is expected to perform or assist in a variety of tasks including planning, budgeting, purchasing, and report preparation to provide highly responsible and complex professional, administrative, and technical support to the Director. They may serve in the absence of the Director of Public Works and Water to provide departmental leadership and decision-making and other related duties, as required.

### **Duties and responsibilities include:**

#### Leadership & Management:

Overseeing the daily operations of the department, setting goals and priorities, managing resources, and ensuring alignment with the City's overall objectives. Selecting, training, and evaluating staff, fostering a positive work environment, and leading by example to promote teamwork and respect.

#### Operations & Maintenance:

Overall department activities to ensure compliance with regulations, and maintain high-performance standards are the primary responsibilities of the department. Overseeing water supply, distribution, meters, conservation, wastewater treatment, reclaimed water, line locating, and warehousing and implementing standard operating procedures and safety protocols.

#### Fiscal Management:

Management, monitoring and oversight for the departmental budget. Approving expenditures, conducting financial reporting, and ensuring cost-effective operations. Overseeing procurement and inventory management to meet local, state and federal requirements.



#### Strategic Planning & Development:

Participating in planning efforts such as master plans, rate studies, emergency response plans for various divisions, including water supply, distribution, meters, conservation, wastewater treatment reclaimed water, line locating and warehousing. Working with engineering staff to integrate water concerns into development projects and capital improvement programs, and ensuring alignment with strategic goals.

#### Regulatory Compliance and Reporting:

Ensuring that all divisions comply with regulatory standards and requirements. Reviewing and interpreting laws, regulations, and policies, submitting required filings, and recommending policy changes to maintain compliance.

#### Public Relations and Outreach:

Managing public outreach campaigns, providing information to City officials and the public, and responding to citizen inquiries and complaints. Overseeing website content, and social media posts, and participating in community meetings to stay informed about new trends and regulations.

#### Emergency Management:

Serving as a key member of the emergency management team, providing guidance during emergencies, and ensuring readiness for standby or emergency response situations.

## ■ QUALIFICATIONS

#### Education:

Graduation from an accredited college with a Bachelor's Degree in Public or Business Administration, Management and Leadership, Civil or Environmental Engineering, Construction Management, or a closely related field is required. A Master's degree is desirable.

#### License and Certification Requirements:

- Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- Must possess a minimum of a T2 Drinking Water Treatment certification and a D4 Drinking Water Distribution certification.

#### Experience:

A minimum of four years of progressively responsible management and supervisory experience involving operations and maintenance activities of a major division of a water agency, public utility, private utility, or municipal public works department.



## ■ COMPENSATION AND BENEFITS

The salary range for the Assistant Director of Water position is **\$149,808 - \$182,088/annually**. Agreed-upon salary will be dependent upon qualifications and experience. In addition, the City provides an excellent benefits package, which includes the following:

**Retirement** – For employees hired before January 1, 2013, Public Employees Retirement system contributions will be implemented according classic member's formula: 2.5% @ 55. For employees hired on or after January 1, 2013, Public Employees Retirement system contributions will be implemented according to Assembly Bill 340, Pension reform formula of 2% @ 62. Effective July 1, 2025, employees pay the CalPERS 8% employee contribution. The City does not participate in Social Security program. The City is required to participate in the Medicare Program and employees contribute a matching 1.45% of their base salary.

**Health/Dental/Vision Insurance** – Available for full-time employees and their eligible dependents with a base fringe benefit of \$950 per month, plus 50% of the total out-of-pocket cost if total insurance cost exceeds the base fringe benefit, up to an additional \$800 per month. Employees waiving City medical benefits may receive a cash benefit of \$400 per month. For more information check out <https://www.victorvilleca.gov/government/city-departments/administrative-services/human-resources/employee-benefits>

**Life Insurance** – City-paid benefit for full-time employees equivalent to one times annual salary, plus AD&D coverage, to a maximum of \$250,000. Additional voluntary supplemental life, accidental death and dismemberment insurance for employee, spouse and child is available, to be paid by the employee.

**Employee Assistance Program** – Full-time employees and their tax-eligible household family members are eligible for free, confidential counseling and consultation support services for wellness and coping with a variety of life challenges.

**Vacation** – Annual accrual based on years of City of Victorville service: 80 hours for 0-5 years; 120 hours for 6-10 years; 160 hours for 11-15 years; 200 hours for 16+ years.

**Executive Leave** – As determined by the City Manager based on evaluation of the amount of time worked; advance written approval required.

**Sick Leave** – 96 hours of paid sick leave per year, including an annual sick leave payoff program available after five years of service.

**Holidays** – 13 paid holidays plus 1 floating holiday for eligible full-time employees. Actual holidays vary each year and allow for City offices to close the week between Christmas and New Year's Day.

**Short-Term Disability** – Employee-paid benefit provides 60% of salary after 7-day waiting period, up to a maximum of \$1,600 per week.

**Long-Term Disability** – City-paid benefit provides 66 2/3% of salary after 90 days of disability for full-time employees, up to a maximum of \$5,000 monthly.



**Other** – The City offers other benefits to eligible employees including, paid parental leave (up to 4 weeks at 60% of employee's weekly salary), paid bereavement leave (up to 80-hours per occurrence), tuition reimbursement, bilingual pay (Spanish), and stability pay after 10 years of service. Additionally, voluntary programs are available to interested employees such as deferred compensation (457 and 401(a) plans available), legal aid, tuition reimbursement, and pet insurance, to be paid by the employee.

## ■ APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, February 28th, 2025.

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/assistant-director-of-water/>

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



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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 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.

