



Inland Empire Utilities Agency
A MUNICIPAL WATER DISTRICT

Assistant General Manager

(Oversees Administration Division –
Finance and Information Technology)



Recruitment Services Provided by Ralph Andersen & Associates



OUTSTANDING OPPORTUNITY

Inland Empire Utilities Agency (IEUA/Agency) is aggressively seeking a strategic leader to serve as the Assistant General Manager. Specific division responsibilities include finance and administration (budget, finance, contracts/procurement, and technology for both operations and business) with a staff of 52. Reporting to the General Manager, the AGM will contribute on an agency-wide basis as a valued member of the senior leadership team and provide high-level fiscal direction, oversight, and financing strategies on capital projects. Embracing and driving organizational change is also desired in this collaborative and top fiscal manager. Equally important, the new AGM will enthusiastically promote employee development and engagement to further align with the Agency's core values and cultural attributes.

Individuals at a senior or executive level with a demonstrated track record of success in the public sector (cities, counties, or special districts) are encouraged to apply.

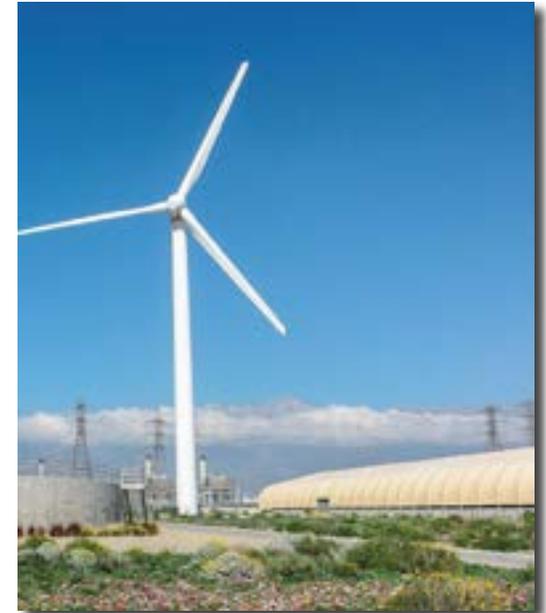
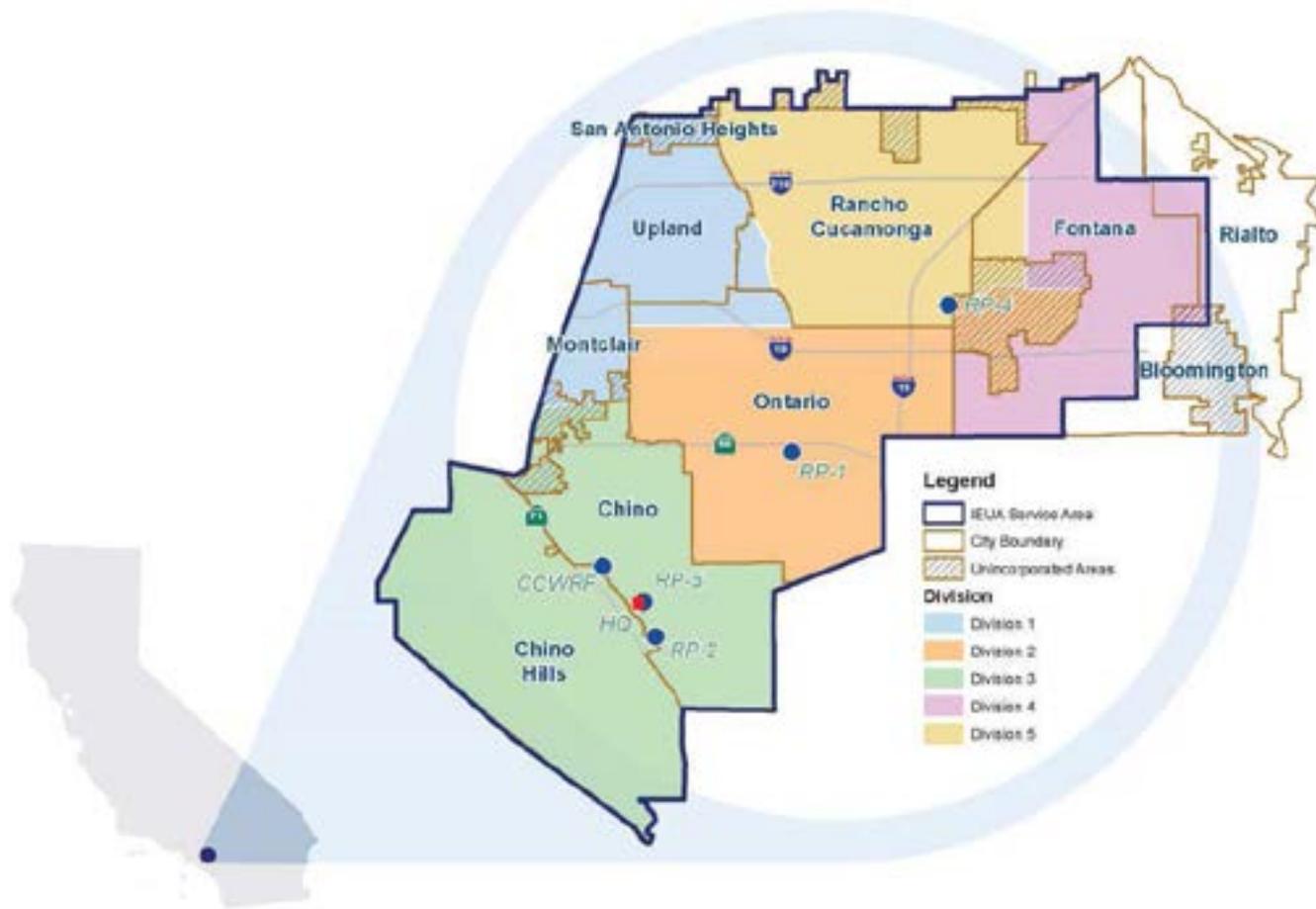
ORGANIZATIONAL OVERVIEW

Located in the southwest corner of San Bernardino County and serving approximately 875,000 residents in a 242-square mile service area, the Agency focuses on supplying imported water; collecting, treating, and recycling wastewater; and promoting sustainable use of groundwater and development of local water supplies. Currently IEUA has 302 authorized full-time equivalent (FTE) staff positions who are committed to providing essential services in a regionally planned and cost-effective manner while safeguarding public health and protecting the environment. Total Use of Funds for FY 2022/23 is \$392 million with \$172.7 million in Operating Expenses and more than \$191 million allocated to the Capital Improvement Plan. Anticipated Reserve Balance at the close of this fiscal year will be \$235 million.

Since its inception, the Agency has expanded its mission from a supplemental water supplier to include regional wastewater treatment with domestic and industrial disposal systems and renewable energy production facilities. In addition, the Agency has become a major provider of high-quality recycled water, a supplier of biosolids/compost materials as well as continuing its leading role in water quality management and environmental protection in the Chino Basin.



Inland Empire Utilities Agency



IEUA is committed to investing in our water supply for today and tomorrow through fiscal responsibility, efficient business practices, water supply management, and environmental stewardship.

GOVERNING STRUCTURE / LEADERSHIP

IEUA is governed by a five-member Board of Directors, elected by Division, to four-year overlapping terms to represent residents of IEUA's service area. General Manager, Mr. Shivaji Deshmukh, provides proactive leadership in achieving Board directives. The collective goal of both the Board and the General Manager is to continue to deliver top quality services to the public and, at the same time, enhance the organizational health through a valued and supported workforce. Reporting to the General Manager is the Deputy General Manager, who functions as the #2 in the organization, with oversight of Operations, Engineering, and Planning. The Assistant General Manager oversees Finance and Administration.

The Agency also has an Independent Audit function spanning compliance, financial and performance, that reports directly to the Board. The Annual Audit Plan is adopted in June each year with presentations made to the Audit Committee and Board on a periodic basis. Recent audit reports can be viewed [here](#).



OVERVIEW OF RESPONSIBILITIES

The Assistant General Manager will provide leadership and direction to Division staff ensuring a **high-performance, service-oriented environment that aligns with the Agency's mission, vision, goals, values, and organizational culture**. This includes planning, organizing, managing, and integrating the work of the Division to achieve annual goals and objectives to ensure operations and services that integrate with the overall direction set by the Board of Directors and the General Manager.

Importantly, the AGM will have a demonstrated career history of **leading people and leading change**. This will also include **leading and mentoring staff to achieve the recognition as a highly effective and efficient internal support unit**.

The AGM **formulates and leads implementation of policy, plans, and strategies** including leading and directing staff as well as outside consulting resources in the development and application of new methods and processes to achieve higher efficiency, quality, and innovation in the Division through the use of continual process improvement and quality management principles.

With emphasis on the **broader aspects of overseeing the budget and fiscal aspects of the entire organization** at a high level, the AGM works through an experienced staff providing the full range of public agency budget and financial management. This oversight also includes high-level administration of operating budgets and capital budgets.

With the new organizational structure, there are two high-level direct reports who will report to the AGM (Director of Finance and Director of Information Technology). The functional areas under Finance and Administration include the areas of budget, finance, accounting, and contracts and procurement. Information Technology involves both the technological infrastructure and business system applications, now moving toward being combined and blended into one cohesive unit.

OVERVIEW OF RESPONSIBILITIES *continued*

Working through key staff, the AGM also ***oversees and directs the analysis of financing and investment strategy*** including managing Agency investment portfolios, debt financing, debt administration, debt servicing, and investment of bond proceeds. The AGM ensures audit and compliance activities related to governmental and private grants as well as developing strategies to minimize risk and financial exposure.

Additionally, the AGM oversees the ***development, review, and impact of a broad range of complex revenue, financing, and financial management issues***. This includes making presentations to the Agency Board of Directors, Agency management, the Agency and JPA boards, member agencies, community groups, the media, and others.

Operating at a high level and collaboratively with staff, the AGM will ***develop overall strategy and approach for evaluating existing revenue, revenue alternatives, and the development and recommendation of proposed utility and sewer rates/charges*** including related public meetings, rate hearings, and obtaining approval, and implementation of new rates based on obtaining Board approval.

An important organizational and functional change that is currently underway is ongoing ***change management and strategic visioning for the finalization of blending of two separate IT sections (Operations and Business) into highly functioning unit***. This refocusing will require a long view of the Agency's technology to utilize a more efficient and sustainable technology. This will include working through key staff and potentially outside consultants to update the Agency's Technology Master Plan.

The AGM ***advises on policy issues, programs, and projects*** to meet regional and member agency needs. Also, the AGM will serve as the Agency's representative to industry groups, customers, and other agencies.

The AGM will also act for the General Manager in the absence of the General Manager and the Deputy General Manager.

THE IDEAL CANDIDATE

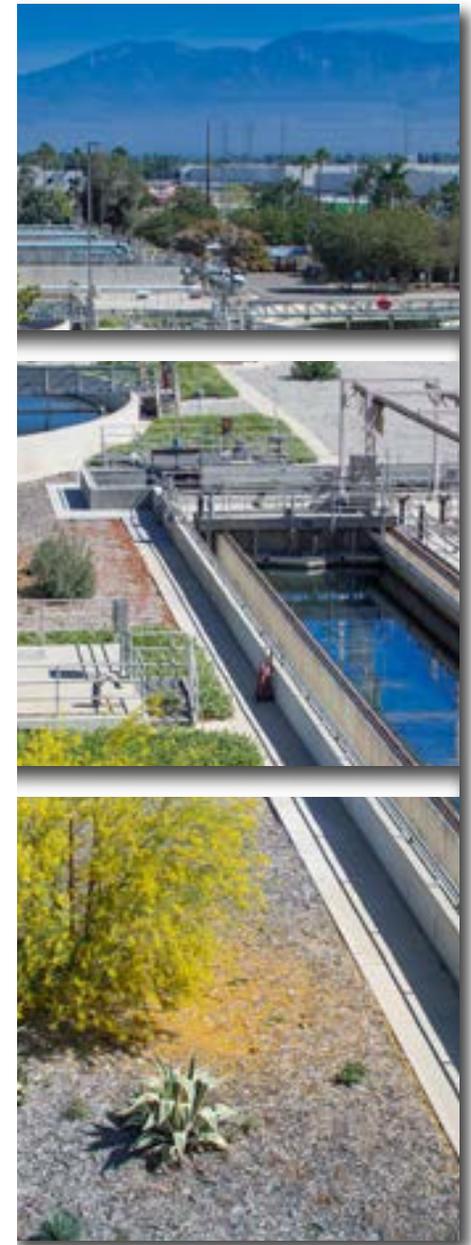
The ideal candidate for the AGM will be an individual who has both big picture vision and, at the same time, is able to establish credibility as a decisive, results-oriented, hands-on professional committed to excellence, independence, transparency, and fiscal accountability. This top candidate will also have exceptional critical thinking skills with a high degree of emotional intelligence. Political astuteness and the ability to lead and manage in a public environment are also important attributes desired in the new AGM.

Additionally, this top individual will intuitively support a collaborative and transparent organizational culture that is committed to providing outstanding customer service. This highly qualified executive will naturally embrace a team effort, spark action, deliver timely results, and incorporate a pro-active approach that will be well received by the organization as a whole and IEUA's leadership.

The AGM will be comfortable relying on key staff for day-to-day management and expertise, yet still bring an understanding of debt financing, bond issuance, and debt management, as well as advising on funding strategies, investments, and appropriate cash reserve policies.

The successful candidate will be an exceptional listener, communicator, and an accomplished presenter in a public forum with the ability to build strong relationships and engender trust. The AGM will also be diplomatic with a willingness to push innovation and entrepreneurial excellence in a public agency that has charted a path toward becoming a high-performance organization.

This top individual will have exceptional leadership skills and place a high value on honesty, integrity, and teamwork.



QUALIFICATION GUIDELINES

Education: Graduation from an accredited four-year college or university with a major in accounting, business, or public administration or a closely related field is required. A master's degree in business administration or public administration is preferred.

Experience: With a professional career that has advanced to a management and leadership role, candidates for the position of AGM will have a foundation that includes a minimum of ten (10) years progressively responsible experience. This broad-based experience will include leading people and managing change in a local government agency (special district, city, or county). Underlying skills will include oversight or direct experience performing complex financial, statistical, and budgetary analyses, with at least five of at a manager level.

Certifications: None required.

IEUA Leadership, working in collaboration with Ralph Andersen & Associates, will have the ability to select any candidate that appears to meet or exceed guidelines listed above.

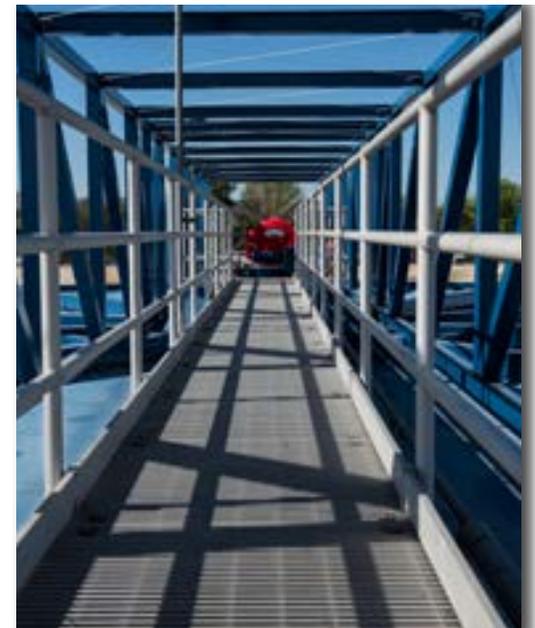


COMPENSATION & BENEFITS

This is an at will position with a salary range of \$209,994 to \$255,858. Placement within this range will be based upon qualifications and experience. Executive level benefits include a vehicle allowance of \$500 per month, an optional 457 Plan (match of up to \$650 annually), a 401(a) Deferred Compensation Plan, a wellness stipend of \$500 annually, and a development stipend of \$1,000 annually. ***An additional benefit includes an organization-wide 4/10 workweek (Monday through Thursday) although members of the executive leadership team are periodically involved in matters requiring a further commitment of time.***

Other generous benefits provided include: Vacation, holidays, and sick leave; contribution towards the cost of CalPERS offered health insurance for employee and eligible dependents with a cash incentive payment for eligible employees who waive their medical benefits (valued at approximately \$1,648/monthly for Employee + Family in 2022); dental and vision insurance; life (\$100,000 guaranteed up to 1x annual salary based on insurability) and accidental death & dismemberment insurance; flexible spending account plan (Section 125 Cafeteria Program); and short- and long-term disability insurance; employee assistance program; educational reimbursement program; and computer loan program.

Retirement Plan: Retirement is offered through both the California Public Employee's Retirement System (CalPERS) and Social Security. CalPERS "classic" members or current members of another California retirement system, as defined by PEPRRA, will be enrolled in the 2% at 55 benefit formula with three-year average final compensation, and the employee will pay the full 7% toward the employee contribution; "new" members will be enrolled in the 2% at 62 benefit formula with three-year final compensation, and will pay at least 50% of the normal cost, currently 6.25%.



HOW TO APPLY

This recruitment may close at any time after a sufficient pool of candidates are established. Final submittal date has been extended to **Monday, March 14, 2022**. Electronic submittals should be sent to Ralph Andersen & Associates at: apply@ralphandersen.com, and should include a compelling cover letter and comprehensive resume.

This is a confidential recruitment and candidates should be aware that references **will not** be contacted until mutual interest has been established.

This recruitment is expected to move quickly through the final steps of the selection process. Candidates should expect video final interviews for (Round #1) with follow-up in-person meetings and introductions (Round #2) to immediately follow for top candidate(s).

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. Resumes will be screened upon submittal and preliminary video interviews will be scheduled with only the most highly qualified candidates.

Confidential inquiries welcomed at (916) 630-4900 to Ms. Heather Renschler, Project Director.

Inland Empire Utilities Agency is an Equal Opportunity/ADA Employer

Additional information about the Inland Empire Utilities Agency can be found on the Agency's website at www.ieua.org.