



GENERAL MANAGER

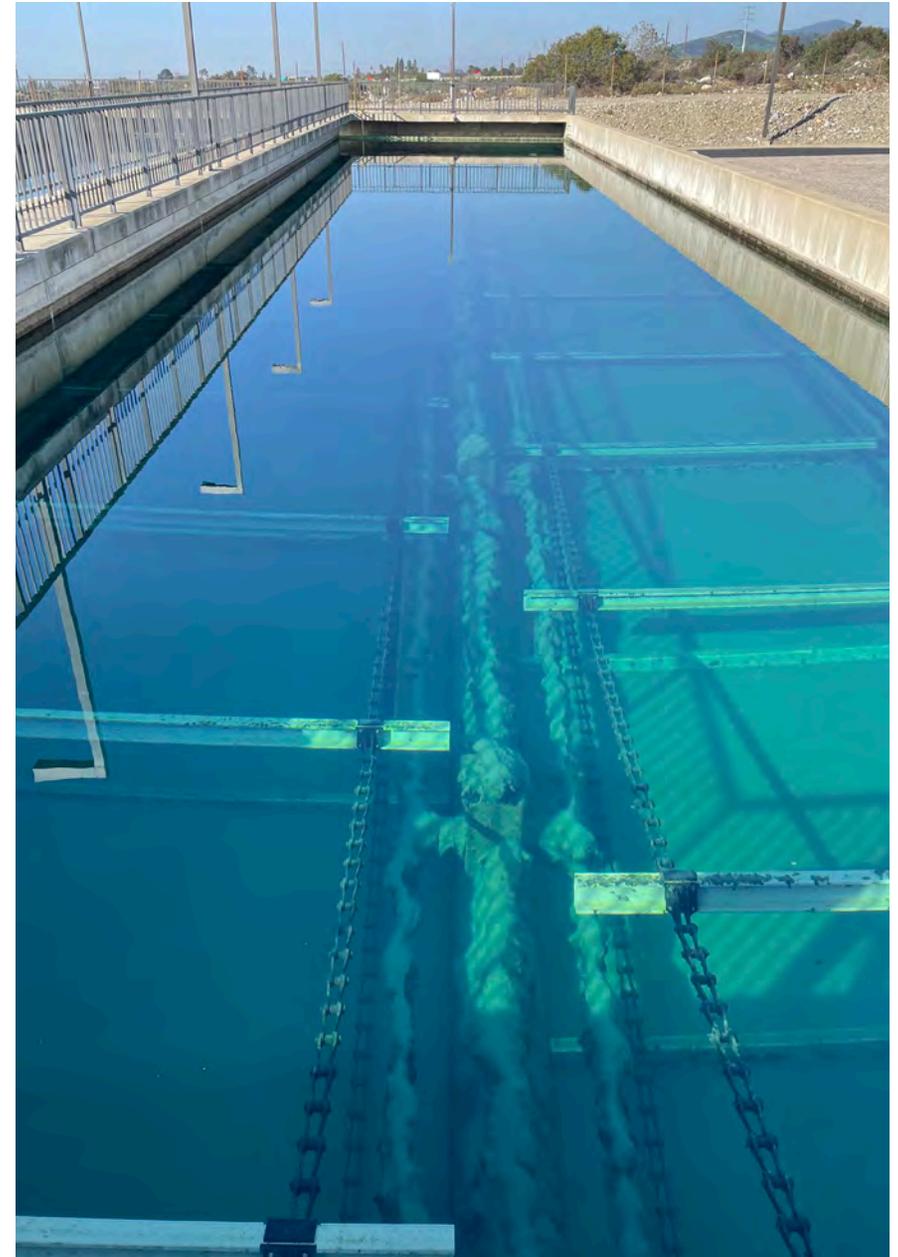
Recruitment Services Provided by Ralph Andersen & Associates

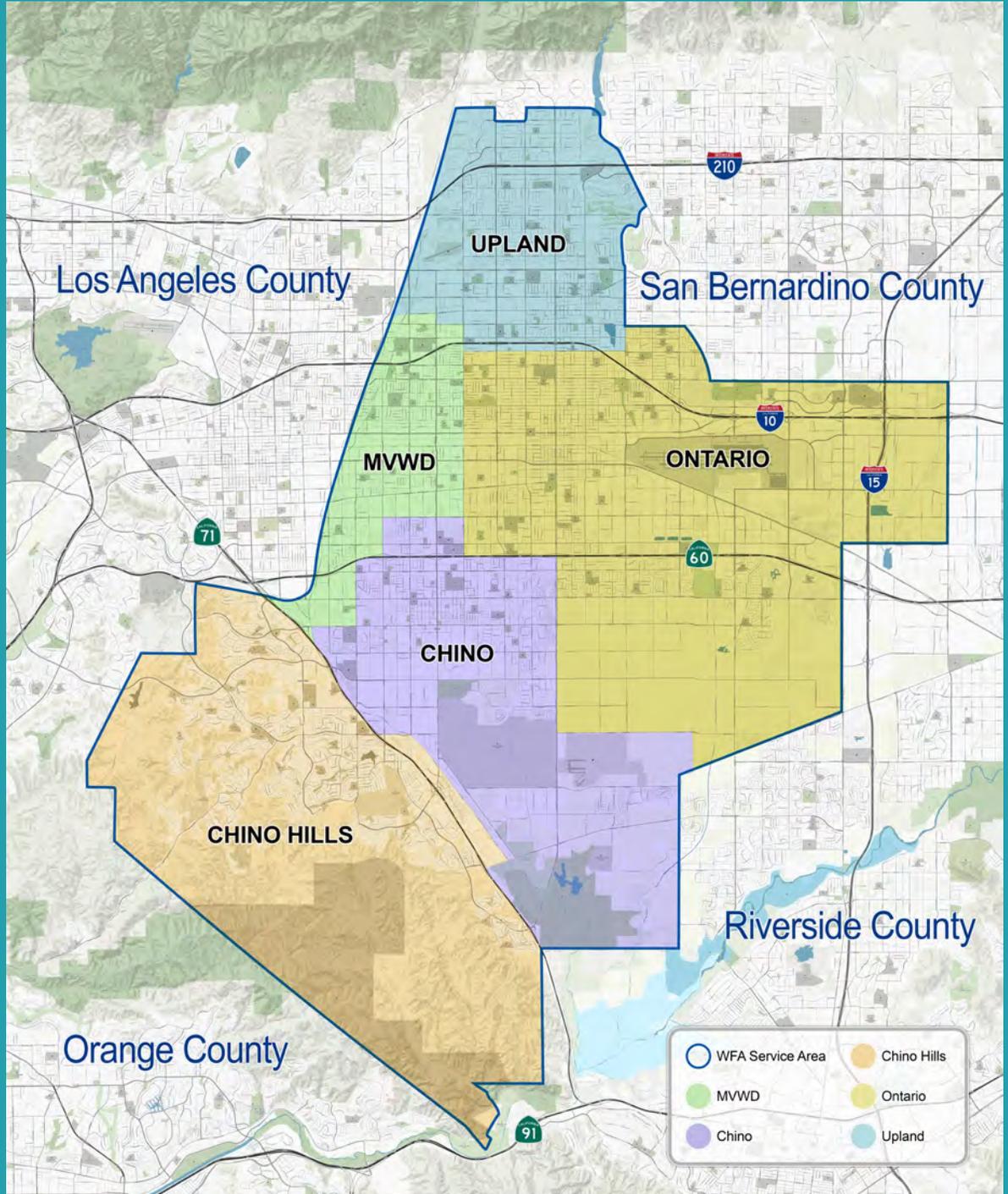
Water Facilities Authority

The Water Facilities Authority (Authority) is a special district which was created under a joint exercise of powers agreement under Article, Chapter 5, Division 7, Title 1 of the Government Code of the State of California. It was formed on February 19, 1980 for the purpose of acquisition and construction of facilities to supply potable water to the inhabitants of lands within the boundaries of its members. The members of the Authority are: The City of Chino, the City of Ontario, the City of Upland, the City of Chino Hills, and the Monte Vista Water District. The Board of Directors is the governing body of the Authority. Each member of the Authority appoints, by resolution of its governing body, one member of its governing body to act as its Director on the Board.

The Authority owns and operates a surface water treatment plant called the Agua de Lejos Treatment Plant, which began operations in 1988 and is located in the City of Upland. This plant treats and disinfects imported water supplies, primarily State Water Project water, purchased from Metropolitan Water District to supplement local groundwater supplies. Through its members, the Authority serves approximately 450,000 people in the west-end of San Bernardino County.

The treatment plant, located on sixteen acres in north Upland, has the capacity to treat and disinfect 81 million gallons per day (mgd). However, recent flows through the treatment plant are normally 40 to 50 mgd per day during the peak summer months and can be as low as 12 mgd during the winter months.





The Opportunity

The Authority presents an excellent career opportunity to join a forward-thinking organization dedicated to providing the highest quality of treated drinking water to its member agencies. Ideal candidates must have a proven track record of proactive, participative management experience and possess excellent interpersonal, problem solving, communication, leadership, and financial management skills. The General Manager is responsible for all functions of the Authority and for a staff of 7 full-time employees, with an operating budget of over \$36 million. Positions include general manager, office manager, operations superintendent, operations supervisor, two operators, and two instrument technicians.



The Position

Under the policy direction of the Board of Directors, the General Manager provides executive oversight of and participation in the administrative, water treatment and water distribution operations of the Authority by planning, directing, and managing its resources and activities to provide a safe and adequate water supply to its members.

Specific responsibilities of the General Manager include:

- Assume full management responsibility for all services and activities, coordinated internally and with applicable outside agencies. Develop and implement Authority's goals, objectives, policies, and priorities, including their clear communication to staff, governmental agencies and outside agencies, and apprise the Board of emerging and important issues.
- Plan, direct, prepare and review materials for Board meetings, Committee meetings and workshops, providing administrative assistance to the Board of Directors, Finance Committee, Personnel/Management Committee, and the Technical Advisory Committee.
- Allocate resources appropriately for the Authority which includes preparing, managing, and overseeing the budget and expenditures, forecasting, and planning for Authority needs, establishing appropriate cost-effective service and staffing levels.
- Exercise direct or indirect supervision over Authority personnel; select, train, motivate and evaluate the performance of Authority personnel, providing encouragement or administrative incentives for improved and productive performance; manage and direct disciplinary action whenever necessary.
- Identify opportunities for growth and positive change and direct staff toward these improvements including but not limited to facility modifications and operational changes, with continuous improvement in the efficiency and effectiveness of service delivery methods and processes.
- Manage others in the monitoring and control of the water treatment and water distribution operations, including data collection and reporting, in compliance with prevailing and applicable regulations.
- Serve as a project manager providing review and recommendations for new and modification plans, coordinating design, construction, and startup tasks.
- Accurately interpret and apply pertinent federal, state, and local policies, procedures, laws and regulations.
- Respond to and resolve or negotiate difficult, controversial, and sensitive inquiries and complaints.



The Ideal Candidate

The Authority is seeking a General Manager who will preserve and continue to build upon the legacy of excellence that currently exists in the organization. The Authority desires a visionary with significant and relevant experience managing a water agency with similar scope and complexities.

The ideal candidate will have a highly successful career with a record of demonstrated strong leadership in guiding an organization that embraces best practices while providing a constructive culture to effectively and efficiently deliver its mission. The successful candidate will be a confident, creative, and innovative leader who is comfortable operating in a robust and dynamic environment. The next GM must have a proven ability to instill a culture of change that maximizes both staff and advanced technology resources. Candidates must have a proven track record of achieving goals.

In summary, the Authority is seeking a highly qualified and experienced candidate who incorporates a professional, open and friendly approach to the overall operations of the facility. Perhaps most importantly, the GM must be perceived as a credible leader willing to deal with a vast array of issues. Maintaining a fair, open, and impartial approach to all communication with staff and the Board of Directors is paramount.



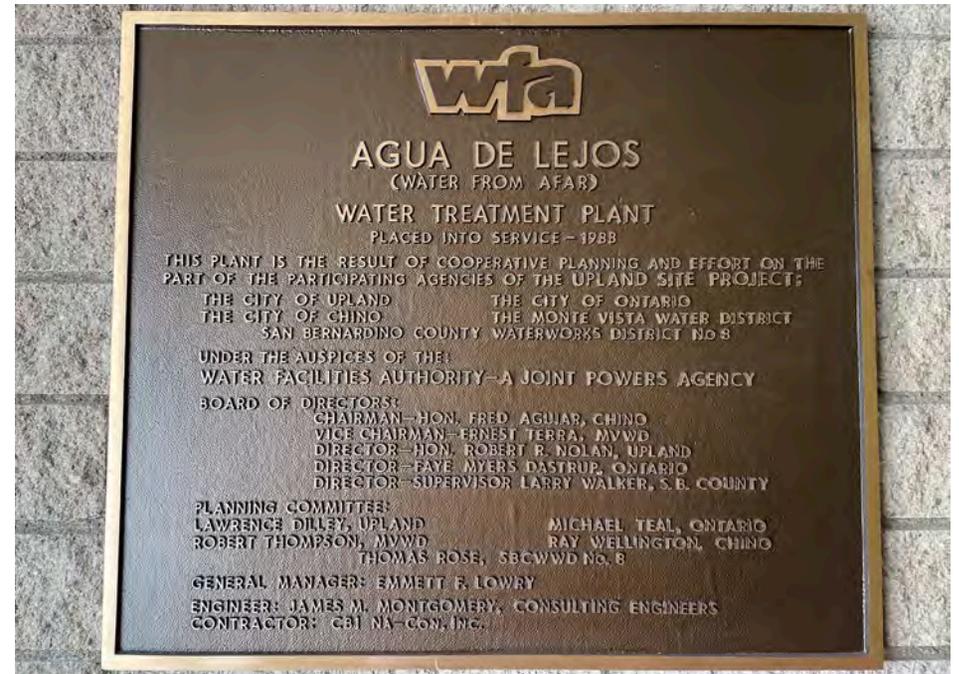
Education and Experience Requirements

Education/Training: Equivalent to a bachelor's degree from an accredited college or university in science, engineering, water resources, or business.

Experience: Five years of progressively responsible experience in any combination of engineering, operations, water resources, business, and/or management.

Required License: A valid registration as a Professional Civil Engineer in the state of California and/or a Grade V water treatment and Grade IV distribution certifications are a plus.

The Authority will work directly with Ralph Andersen & Associates on all phases of the search effort. The Authority reserves the right to consider candidates with any combination of professional experience that best fits the needs of the agency.



Compensation

The salary for the General Manager is dependent on qualifications and experience and is commensurate with similar organizations. Further, WFA offers a comprehensive benefit plan, some of which includes:

Health Insurance: The Authority provides cafeteria style plan including medical, dental, vision, life and accidental death insurance. The Authority contributes \$300 plus 8.5% of salary toward the cost of such insurance per month. Benefits become effective on the first of the month following a 30-day waiting period.

Retirement: Retirement is provided under PERS, using the 2.5 at age 55 formula for “Classic” Members. These employees pay 8% to PERS. Retirement is provided using the 2% at age 62 formula for “New” Members. These employees pay 6.75% to PERS. The definition of “Classic” or “New” is determined by CalPERS, according to their predetermined criteria.

Deferred Compensation: The Authority currently has a 457(b) deferred compensation plan to which an employee may make voluntarily pre-tax contributions.

Holidays, vacation, and other leaves: The Authority provides various leaves, including but not limited to holiday, vacation, and sick leaves.

Additional benefits available: The Authority provides for a flexible work schedule, 9/80 or 4/10 work schedule, Direct Deposit, Educational Incentive Program, Certification Reimbursement Program.

Car allowance, computer, and other equipment: The Authority provides a vehicle allowance and equipment such as a cell phone and personal computer for agency business.

To Be Considered

This is a confidential process and will be handled accordingly. References will not be contacted until mutual interest has been established. Interested candidates should ***apply immediately***. This position is open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process. This recruitment may close at any time once a strong pool of candidates is received.

To be considered, candidates must submit a compelling cover letter, comprehensive resume, and six professional references via email to apply@ralphandersen.com.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Employment history, degrees obtained, and other certifications/accomplishments will also be verified. Should you have any questions regarding this position or the recruitment process, please call Mr. John Rossi at (916) 630-4900. Confidential inquiries are welcomed.



Water Facilities Authority is an equal employment opportunity employer.