



# San Lorenzo Valley Water District

*invites your interest in the position of*

## General Manager



Recruitment Services Provided by  
Ralph Andersen & Associates





*The San Lorenzo Valley Water District (SLVWD) has an immediate need for a water professional to serve as District General Manager. This is also a unique opportunity for an Assistant GM or senior Department Head looking for career advancement. An experienced leader with skills managing capital projects and finances will be highly valued. The current GM has announced his retirement after a long career with the District, and the position is available now.*

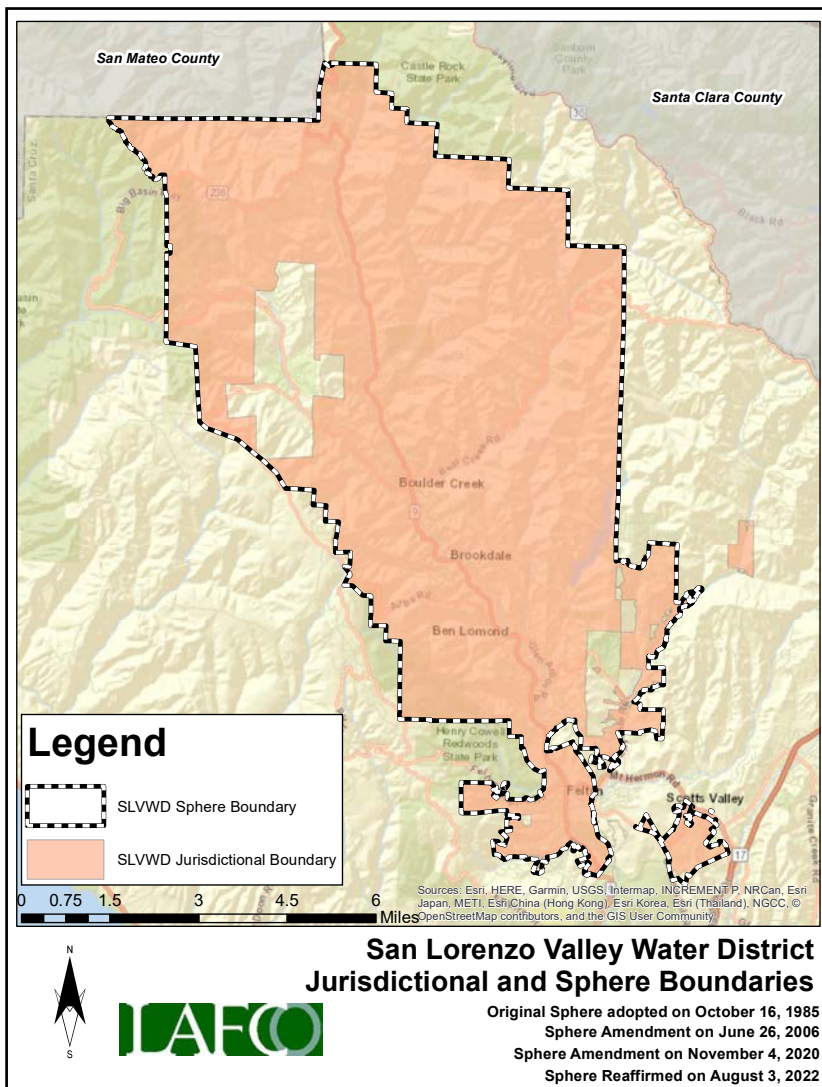
*The SLVWD serves communities set in a beautiful rural environment adjacent to both Silicon Valley and nearby Monterey Bay area communities.*



# ABOUT THE DISTRICT

Established in 1941, the SLVWD supplies water to the communities of Boulder Creek, Brookdale, Ben Lomond, Lompico, Zayante, parts of Scotts Valley, Manana Woods, and Felton. Through a network of distribution lines, pump stations, and storage tanks the District has more than 7,900 connections serving a total population of approximately 23,700 residents of Santa Cruz County, California.

The SLVWD is a special district governed by a five-person Board of Directors elected to four-year terms by registered voters within the District’s boundaries. The Board of Directors are responsible for establishing policies directing the District’s mission, goals, and operations. Two board seats will be on the ballot in November 2024. The District’s budgeted head count for FY 23-24 is 37 full-time employees in various positions with an enterprise budget of \$39M, with \$9.5M in operating expenses, \$27.1M in capital expenditures, and \$1.2M debt related.



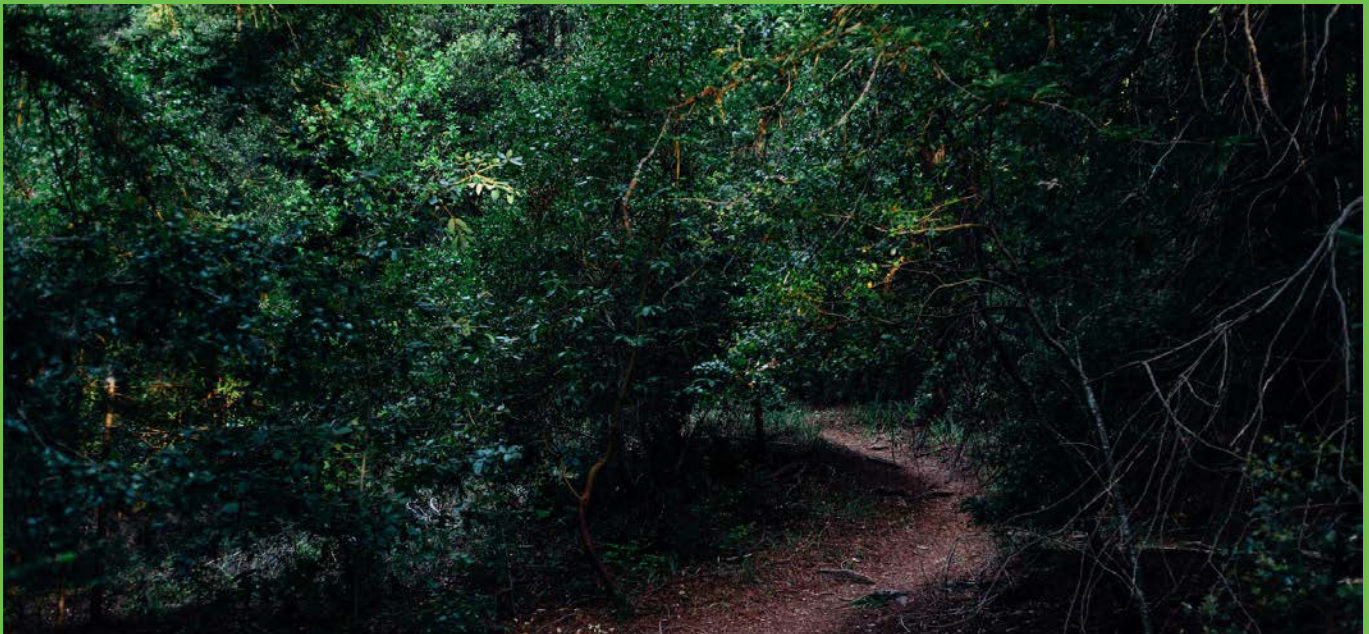
\*Map provided by LAFCO-Local Agency Formation Commission of Santa Cruz County

## OVERVIEW OF POSITION

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The General Manager provides overall executive direction of all functions, services, and activities of the District in support of Board policies. In addition to day-to-day management of the District, the General Manager represents the Board of Directors and District in various public, private, and governmental matters on a local, regional, and statewide basis. Responsibilities of the General Manager include:

- Provide direction, assignments, and management of District staff including the work culture and accountability metrics.
- Direct the District's Finance, Customer Service, and Human Resources activities, including the budget process, accounting, capital improvement planning, and grant applications.
- Direct the District's engineering, operations, maintenance, planning, and environmental activities.
- Represent the SLVWD on inter-agency matters.
- Implement the Board-approved strategic plan.
- Ensure community concerns are addressed and resolved.
- Attend Board Meetings and inform the Board of District activities and issues; request policy decisions from the Board; and supervise preparation of Board meeting agendas and materials.
- Provide direction to staff on policies, procedures, organizational coordination, and personnel management.
- Exercise authority over District staffing matters, including, as needed, employment, training, and termination. Represent the Board during labor negotiations.
- Direct special reports, studies, and significant correspondence.
- Perform or oversee the monitoring and evaluation of legislation, trends, and issues affecting the District. Direct the initiation and execution of consulting and contract services and agreements.





## IDEAL CANDIDATE

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The ideal candidate for the SLVWD will possess the skills and personal attributes to successfully address organizational challenges for both the short- and long-term including:

- Exceptional leadership skills to guide staff to consistently achieve a highly responsive and more cost-effective organization;
- Financial skills to ensure efficient allocation of resources between operating and capital expenses, including a keen understanding of the process and impacts of Prop 218;
- Strong analytical abilities for assessing infrastructure conditions, forecasting capital needs, and making recommendations regarding significant capital projects related to recovering from recent natural disasters, as well as recovering from decades of deferred improvements;
- Communication proficiency, both orally and in writing, to enable effective collaboration with community and regional stakeholders;
- Approachable management style that welcomes input from the community, including civic organizations, as well as staff and the Board;
- Adapt to unpredictable changes; seize ad-hoc opportunities for improvement, seek grant funding (including FEMA reimbursements);
- Embrace innovation and technology to build a culture that encourages new ideas and leads to measurable and continuous improvement;
- Ability to monitor state and federal legislation and determine the direct impact to District operations and finances;
- A call-to-action mindset and responsiveness to address urgent, emergency situations such as wildfires, floods, or earthquakes;
- A deep commitment to sustainability and environmental stewardship within the scope of the District's mission; and
- A commitment to enhanced transparency and measurable accountability in all District operations.



## QUALIFYING EDUCATION AND EXPERIENCE

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**Education:** A Bachelor of Science (BS) degree in Business, Public Administration or Civil Engineering, or a closely related field, (or equivalent experience) is required. Advanced degrees in Public Administration or related technical areas may be considered a plus.

**Experience:** A minimum of five (5) years of increasingly responsible upper-level management experience at a public or private water agency or utility district, or within a public works department of a public agency. Priority will be given to candidates with experience as a General Manager, Assistant General Manager or Department Head. Specific experience in Northern California is beneficial although all qualified professionals with experience in California will be given due consideration by the District.

**Certifications/License:** None required, although candidates who possess certifications or licenses specifically related to civil engineering, water resources, or another technical area of expertise in related areas will be reviewed with interest by the Board.

## COMPENSATION AND BENEFITS

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The anticipated entry salary for the General Manager is expected to be consistent with the market conditions, commensurate with qualifications, education, and overall career experience. In addition, the District offers an excellent executive benefits package including CalPERS retirement (2%@55-Classic Member; 2%@62-PEPRA/New Member), medical (CalPERS), retiree medical, dental, vision, vacation leave, and flexible spending accounts. The District does participate in Social Security including the Medicare portion. The Board anticipates offering a 3-5 year employment agreement including a vehicle (or vehicle allowance) and severance. Moving and relocation expenses are negotiable.



*The Board of Directors expects the General Manager to exhibit strong leadership through a visible presence. Candidates should be willing to reside within a reasonable driving distance from the District HQ in Boulder Creek.*



## TO BE CONSIDERED

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This is a **confidential recruitment** and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. This recruitment is considered open until final selection is made. Candidates are encouraged to **apply early in the process by Monday, October 30, 2023, for the first review for optimal consideration and no later than Monday, December 11, 2023, as the final application date.**

Electronic submittals are preferred to Ralph Andersen & Associates via email to [apply@ralphandersen.com](mailto:apply@ralphandersen.com) and should include the following:

- Compelling cover letter;
- Comprehensive resume;
- Current number of FTE supervised/managed; and
- Current budget oversight.

Ralph Andersen & Associates will conduct preliminary interviews as applications are received. All resumes will be reviewed by an Ad Hoc Committee consisting of 2 Board members who will also participate in the Round #1 interviews, which may be done via video. Finalists (2-3 candidates) will be invited to additional in-person interviews, which will be held in Board executive session (not open to the public) including one or more of the following: (a) presentation of a related topic with supporting memo and analysis; (b) submittal of prior written material; and preparation of supplemental written responses directly associated with SLV Water's activities and operations.

Confidential inquiries are welcomed to Heather Renschler at (916) 630-4900. Alternatively, a preliminary discussion may be arranged by sending an email to [scheduling@ralphandersen.com](mailto:scheduling@ralphandersen.com).

***San Lorenzo Valley Water District is committed to equal employment opportunity.***



[www.slvwd.com](http://www.slvwd.com)