



Big Bear Municipal Water District

*is accepting applications
for the position of*

General Manager

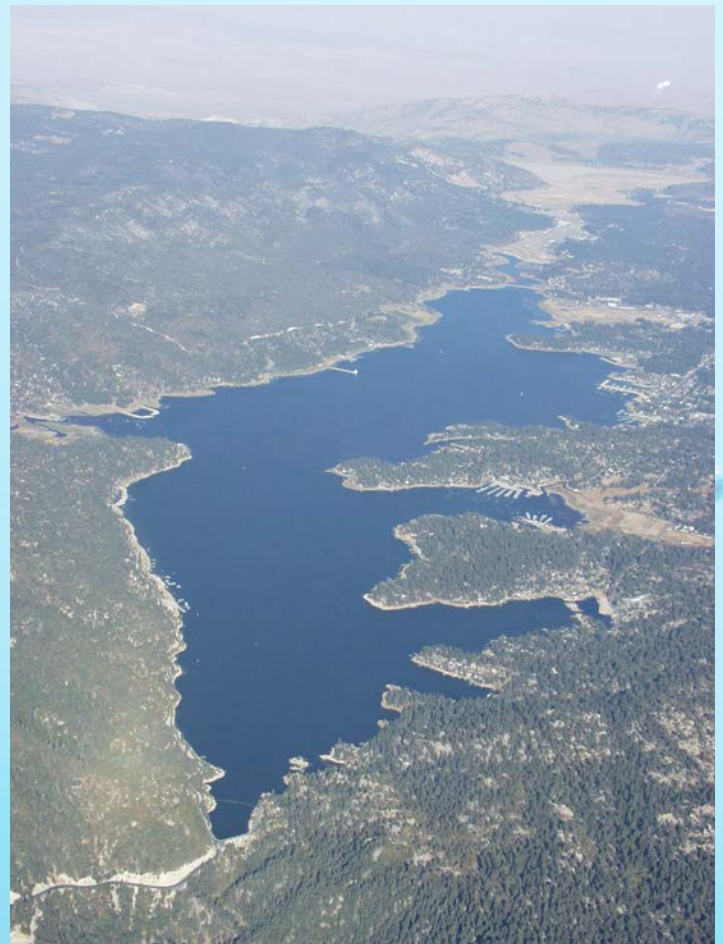


Recruitment Services Provided by
Ralph Andersen & Associates

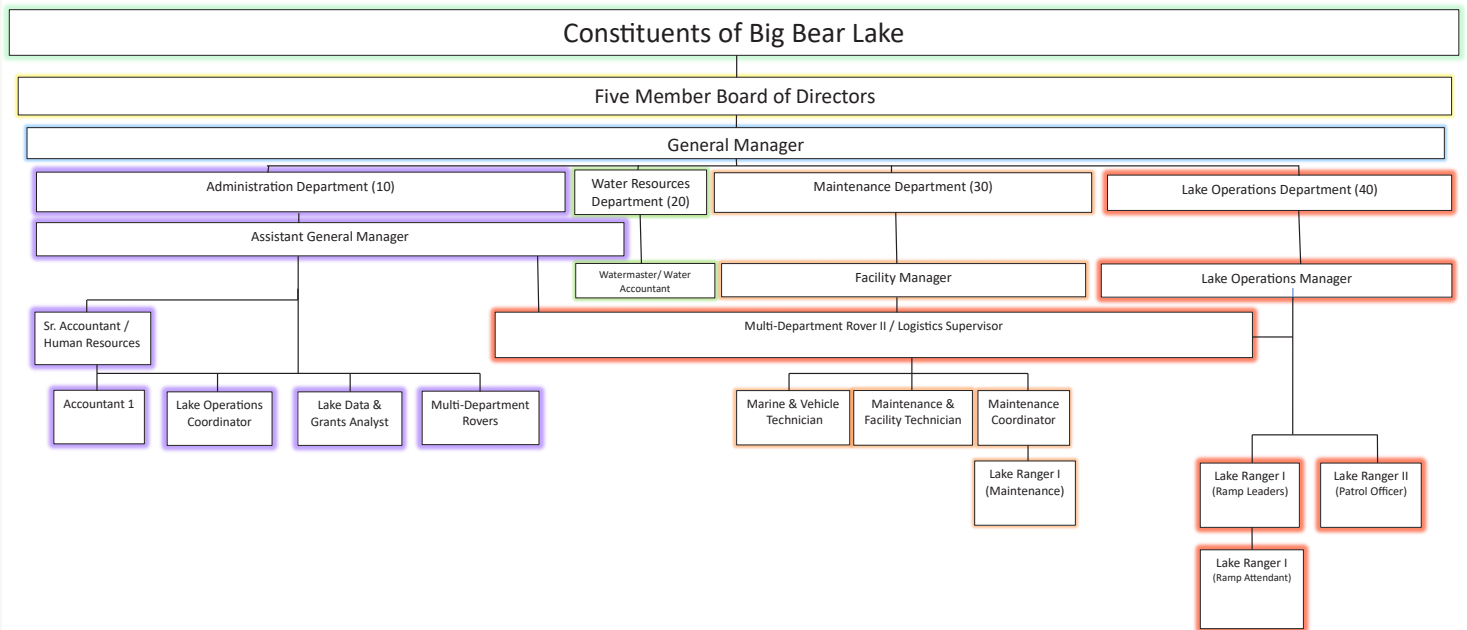
Excellent Opportunity

The Big Bear Municipal Water District (BBMWD) presents an excellent career opportunity to join a forward-thinking organization dedicated to providing the highest quality of service to its customers. 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 District and for a staff of up to 30 employees. The District has an operating budget of over \$6 million.

As Southern California's premier four-season resort town, the Big Bear Lake area is known for its boating, water sports, fishing, hiking, biking, golfing, ski/snowboarding, and other high-altitude activities. From the awe-inspiring natural beauty to the independent spirit of the mom-and-pop shops, Big Bear Lake has something for everyone.



About the District *continued*



Big Bear Municipal Water District

BBMWD is a special district established in 1964 under the Municipal Water Code of 1911 to maintain Big Bear Lake for recreation and wildlife. The Board of Directors is the governing body for the District. Five Directors are elected by divisions which are analyzed after each 10-year census to ensure each division is balanced by population. Each Director serves a four-year term without any term limits.

District goals include:

- Maintain Big Bear Lake for recreation and wildlife.
- Enhanced public safety and water quality.
- Continue the advancement of Aquatic Invasive Species (AIS) defense.
- Top quality and efficient service.
- Alternative solutions for lake stabilization.
- Habitat enhancement and protection.
- Warm water fish habitat enhancement.
- Proactive sediment remediation and dredge planning.

The Position

Under the policy direction of the Board of Directors, the General Manager provides executive management of day-to-day operations to carry out the expressed policies of the Board of Directors.

Specific responsibilities of the General Manager include:

- Develop policy and project recommendations to the Board of Directors by evaluating and researching issues and District needs. Execute directions of the Board by utilizing applicable resources.
- Assume full management responsibility for all services and activities, coordinated internally and with applicable outside agencies. Develop and implement District'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 recommendations for Board and Committee meetings.
- Allocate resources appropriately for the District that includes preparing, managing, and overseeing the budget and expenditures, forecasting, and planning for District needs, establishing appropriate cost-effective service and staffing levels.
- Manages complex Watermaster responsibilities and obligations such as annual accounting, Lake stabilization program, management of water purchase contract, oversight of activities related to the 1977 Judgment, attendance at Watermaster meetings.
- Coordination of TMDL Work Group activities and monitoring efforts, as well as compliance with prevailing and applicable regulations.
- Active involvement in lake and agency operations and various management programs:
 - Watershed and water quality
 - Recreation
 - Wildlife habitat preservation and enhancement

The Position *continued*

- Exercise direct or indirect supervision over District personnel; select, train, motivate and evaluate the performance of District personnel, providing mentoring for improved and productive performance; manage and direct disciplinary action when necessary.
- Identify opportunities for growth and positive change and direct staff toward these improvements including but not limited to administrative and operational process improvements, with continuous improvement in the efficiency and effectiveness of service delivery methods and processes.
- Serve as a project manager providing review and recommendations for new and modification projects, coordinating design, construction, and startup tasks while insuring CEQA, permit and related compliance.
- Lead and engage in customer, community, and regional agency relationships. Be active in the community.
- Prepare updates regarding the Lake Management Plan and attend Groundwater Sustainability Agency meetings.
- Accurately interpret and apply pertinent federal, state, and local policies, procedures, laws, and regulations.
- Respond to, resolve and/or negotiate difficult, controversial, and sensitive issues, inquiries, and complaints, etc.





The Ideal Candidate

The BBMWD is seeking a General Manager who will preserve and continue to build upon the legacy of excellence that currently exists in the organization. The District desires a visionary individual with significant and relevant experience managing an 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 that effectively and efficiently delivers 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 General Manager must have a proven ability to foster a culture of innovation that maximizes both staff and advanced technology resources. Candidates must have a proven track record of achieving goals.

In summary, the District is seeking a highly qualified and experienced candidate who incorporates a professional, open and friendly approach to the overall operations of the facility while enjoying being active in community events related to the District. The General Manager 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.

Residence in the community is desirable.

Education and Experience Requirements

Education/Training: A bachelor's degree from an accredited college or university or equivalent experience in science, engineering, water resources, business, or related fields.

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

The District will work directly with Ralph Andersen & Associates on all phases of the search effort. The District 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, BBMWD offers a comprehensive benefit plan, some of which includes:

Retirement: CalPERS Retirement is provided using the 2% at age 62 formula for “PEPRA” Members. Employees qualifying as “classic members” as determined by CalPERS, are provided a formula of 2% at 55.

Health/Dental/Life Insurance: The District provides competitive coverage of Health, Dental, and life insurance.

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

Holidays, Vacation, and Other Leaves: The District provides various leaves, including but not limited to holiday, vacation, and sick leave.





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.

***The Big Bear Municipal Water District is an
Equal Opportunity Employer***