SOLANO COUNTY WATER AGENCY

Now accepting applications for

ASSISTANT GENERAL MANAGER

$143,573.49 - $174,514.47 Annually DOE/DOQ
The Assistant General Manager’s responsibilities include: assisting with managing and directing the daily activities of the Solano County Water Agency (SCWA), managing the programs and activities of the regional Groundwater Management Program, and managing the Agency’s administrative functions including: financial systems, budgeting, grants, contracting, human resources, and information technology.

The new position of Assistant General Manager was created to assist with management-level responsibilities in support of the General Manager in the planning and execution of programs and projects for accomplishing the Agency’s short- and long-term goals and objectives.

**THE IDEAL CANDIDATE HAS**

**DEEP KNOWLEDGE OF:**
- Local government roles, responsibilities, and processes.
- Financial management and sustainability practices; forecast, budget, accounting, audit, grants, and contracting.
- Public meeting practices and laws, and public records management.
- Organizational administrative management practices including human resources and information technology.

**TECHNICAL EXPERTISE SUFFICIENT TO ADDRESS ISSUES RELATED TO:**
- Hydrology, Aqualtic biology, and water resources management.

**PROVEN LEADERSHIP SKILLS IN:**
- Facilitating collaboration and developing consensus with groups of diverse stakeholders.
- Communicating complex technical issues and difficult realities knowledgeably and compassionately, in understandable language, to a range of audiences.
- Listening to understand, taking an interest-based approach to problem solving, and achieving effective compromise.
- Analysis and organizational management.
- Political savvy, and networking to form effective alliances.

**CORE VALUES THAT INCLUDE:**
- Strong commitment to accountability, inclusion, and transparency.
- Sincere care for stakeholder interests and needs, leading to behavior that is proactive, approachable, and responsive.
- Courage to stand up respectfully for the communities served.
The Solano County Water Agency (SCWA) is wholesale water supply agency providing untreated water to cities and agricultural districts in Solano County from the Federal Solano Project and the North Bay Aqueduct of the Water Project. In addition, the agency performs flood management as well as habitat conservation activities.

Headquartered in Vacaville, SCWA was formed in 1951 by an Act of the State Legislature and represents local agencies involved in water and flood management. The SCWA Board of Directors is composed of the five members of the Solano County Board of Supervisors, the seven mayors of the cities in Solano County, and a director from each of the three agricultural districts that provide retail agricultural water supply.

SCWA’s combined fiscal year 2020-21 annual budget is approximately $39.7 million and the Agency currently has over $52 million in reserves. Property tax revenues represent the largest portion of the Agency’s funding (72%), along with water sales (7%). The District employs 20 full-time staff and roughly 20 part-time seasonal employees.

Solano County Water Agency exists to ensure sustainable, reliable high-quality water resources and flood management for the benefit of the residents, businesses, industries, and agricultural communities in Solano County.

**BENEFITS**

- **Retirement** – PERS 2% @ 55 for classic members (Agency pays 7% employee share) or 2% @ 62 for new members as defined under PEPRA. CalPERS 457b defined contribution plan (employee can contribute up to the federally allowable maximum). Agency does not participate in Social Security.
- **Health Plan** – Agency contributes 80% of the Kaiser Family plan annually toward a medical plan; any unused contribution, or if employee declines coverage with proof of other coverage, is reimbursed at 25% of unused portion.
- **Dental Plan** – Agency provides coverage for employee and eligible dependents.
- **Insurance** – Agency provides short-term and long-term disability coverage; Agency contributes $800 for Long-Term Care Insurance through CalPERS.
- **Retiree Medical** – Agency currently contributes $12,500 annually toward medical insurance for retirees.
- **Holidays and Vacation** – 16 paid holidays; vacation leave starting at 15 days annually for the first three years and 20 days thereafter; 6 days administrative leave annually.
- **Sick Leave** – 12 days annually.
- **Flexible Spending Account**
QUALIFICATIONS

Any combination of training and experience, which would provide the required knowledge, skills, and abilities, is qualifying. A typical way to obtain the required qualifications would be:

- Graduation from an accredited four-year college or university with major coursework in public or business administration, public policy, finance, engineering, or a field related to the work.
- Six (6) years of professional experience in a water related industry which has included the planning, organizing, and directing of operations and staff, with three (3) years of management experience in a municipal or other public agency setting.
- Experience in working with an elected Board of Directors or Board is highly desirable.
- Possession of a graduate degree and/or related certification(s) maybe counted toward the required experience.

SELECTION PROCESS

The deadline to apply is November 18, 2020 before 11:59 PM PST.

To be considered for this exciting opportunity apply at:
https://www.governmentjobs.com/careers/rgs/clientrecruit/jobs/2879619/assistant-general-manager-for-the-solano-county-water-agency?pageType=JobOpportunitiesJobs

Qualified candidates are invited to submit a Letter of Interest and a focused resume detailing their recent (within the past 10 years) experience and demonstrated career accomplishments relevant to this position along with their application.

Each candidate’s background will be evaluated on the basis of information submitted at the time of application, and qualified candidates will participate in a preliminary phone interview. Additional selection process steps could be scheduled to further evaluate candidates competencies, skills, and abilities as they relate to the position. Only the names of the most qualified candidates who pass the panel interview process will be submitted to the Agency for consideration for final selection.

Neither Regional Government Services nor the Agency are responsible for failure of internet forms or email transmission in submitting your application. Candidates who may require special assistance in any phase of the application or selection process should advise us by emailing krandolphpallard@rgs.ca.gov.

The Solano County Water Agency is an Equal Opportunity Employer

Recruitment services provided by Regional Government Services
Kay Randolph-Pollard
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