

# General Manager

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**\$108,000 - \$145,000 Annually**

Depending on Experience

# The District

Del Paso Manor Water District was founded in 1956 when a group of residents formed a public water agency. We provide potable water for residential, commercial, and institutional use. The District is responsible for maintaining the infrastructure delivery system that provides the water to customers, to assure that the water meets or exceeds required water quality standards, and that there is always a reliable supply of water for the health and safety of the District's residents, businesses, and institutional users.

The District is governed by a five (5) member Board of Directors elected at large by the registered voters who reside within the District. Policy direction is set by the Board of Directors and administered by the General Manager.

The majority of our wells and distribution system date to when they were first installed by the developers between 1949 -1955. While we are proud of our history, we face system mapping challenges due to the transformations since our inception. We are continually looking to improve our infrastructure. Our Mission is to provide safe drinking water in accordance with California and federal regulations and to maintain a reliable water supply for water consumption and fire protection.

# The Position

Are you a senior professional in the field of finance and administration looking for a high-level leadership role in a growing public sector agency? Are you a self-starter who excels at working with members of the community and public officials in helping provide a community excellent service? And are you excited to help a team to grow and develop their skills? If so, the Del Paso Manor Water District would welcome your application to be the next General Manager.

The General Manager performs a wide array of duties including planning, organizing, directing, and reviewing the overall administrative activities and operations of the District; providing advice and assisting the Board; and representing the District's interests at local, regional, state, and federal level meetings.

In addition to leading the staff, DPMWD's General Manager also serves as Secretary to the Board. The job requires a collaborative, seasoned professional who will adhere to the District's culture of teamwork, accountability, innovation, empowerment, and service to its customers. This position reports directly to the highly engaged Board, participating in all meetings, and leads the District administration, operations, strategic initiatives, regional planning, policy principles, and regulatory and legislative matters.



# Salary and Benefits

The starting salary will be commensurate with the experience, qualifications and skills of the successful candidate with a salary range of \$108,000 - \$145,000 annually.

The District offers a competitive benefits package, including California Public Employees Retirement System pension and medical, dental, and vision.

- CalPERS Retirement (Classic 2%@55; PEPRA 2%@62).
- Deferred Compensation 457 Plan.
- Fully paid Health Insurance for employee and dependents.
- Fully paid Dental, Vision & EAP for employee and dependents.
- Vacation – Accrue between 10 to 21 days per year based on years of service.
- Sick Leave - 12 days per year
- Holidays - 12 days per year



# The Ideal Candidate will

- be a strong, highly credible, unifying leader with demonstrated abilities in facilitating and implementing a clear vision and strategy for an organization.
- be a strategic thinker with demonstrated planning skills, strong interpersonal skills, and a collaborative and inclusive leadership style.
- have the demonstrated experience in budgetary planning, financial management and fiscal control, personnel management, and resources planning.
- have the capacity to work effectively and positively with a multi-disciplinary team of employees, a diverse customer base, and their sometimes-conflicting priorities
- have the demonstrated ability to work strategically and collaboratively with the team members to implement and manage initiatives, plans, policies, and priorities.
- understand the importance of communication and promote policies that enhance trust and transparent government.
- be able to develop innovative and effective solutions to administrative and operational challenges.
- have strong communication skills and a customer service focus and will build trust, inspire and motivate others by example, promote teamwork, and unite the organization with a shared sense of purpose.
- be able to quickly understand technical aspects he or she may not have a background in.
- attend meetings and maintain cooperative working relationships with various public agencies and other groups, and intergovernmental and regulatory agencies.
- be an excellent communicator, possessing both written and oral communication skills, with an ability to understand and speak to the concerns of others.

## Requires

A Bachelor's Degree from an accredited college or university with major course work in Business, Public Administration, Engineering or a closely related field.

Five years of broad and extensive experience in a management position responsible for the formulation and implementation of programs, budgets and administrative operations.

Three years of increasingly responsible management or supervisory experience related to business, public administration or engineering programs and functions.

Three years of managerial experience in a public agency.

Water Treatment and/or Distribution Operator License (State of California) Level II must be obtained within two (2) years after date of hire.

Managerial experience in a water agency is highly desirable.

## The Selection Process

The deadline to apply is April 19, 2020 before 11:59 PM PST. To be considered for this exciting opportunity, candidates should apply at <https://www.governmentjobs.com/careers/rgs/clientrecruit/jobs/2742551/general-manager-for-the-del-paso-manor-water-district?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. Only the most qualified candidates will be invited to an Oral Panel interview if held. Only the names of the most qualified candidates who pass the panel interview process will be submitted to the District for consideration for final selection.

Additional inquiries about the position may be directed to Kay Randolph-Pollard at [krandolphpollard@rgs.ca.gov](mailto:krandolphpollard@rgs.ca.gov). Neither Regional Government Services nor the Del Paso Manor Water District are responsible for failure of internet forms or email transmission in submitting your application. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise us by emailing [krandolphpollard@rgs.ca.gov](mailto:krandolphpollard@rgs.ca.gov).



**Recruitment services provided by -  
Regional Government Services**

**Kay Randolph-Pollard  
650.587.7314  
[krandolphpollard@rgs.ca.gov](mailto:krandolphpollard@rgs.ca.gov)**

Del Paso Manor Water District is an Equal Opportunity Employer