The Citrus Heights Water District

is seeking a highly skilled professional for the position of

**Director of Operations**

(Manages the District’s Water Distribution, Groundwater, Water Efficiency & Water Quality Divisions and Programs)

Final Filing Date is Friday, July 31, 2020 at 5:00 p.m. (PDT)
THE OPPORTUNITY

This is an extraordinary career opportunity to join a progressive and innovative water district located in the greater Sacramento Region.

**Are you a senior professional in the field of water operations 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 with excellent service?**

**And are you excited to help a team to grow and develop their skills?**

If so, the Citrus Heights Water District would welcome your application to be their next Director of Operations!

THE DISTRICT

The mission of the Citrus Heights Water District is to furnish a dependable supply of safe, quality water delivered to its customers in an efficient, responsive, and affordable manner. The District maintains 19,900 water service connections in a 12 square mile urbanized service area territory with a population of approximately 67,000 residents in portions of the City of Citrus Heights, and the unincorporated communities of Fair Oaks, Orangevale, Carmichael and unincorporated Placer County.

The District’s 2020 adopted annual budget is $20.5 Million. The District currently employs 36 full-time staff members, plus part-time staff. The District is governed by a three member Board of Directors and led by a senior management team. Of the 36 full-time regular employees, over one-third of CHWD staff have post-secondary degrees. As stewards of the community’s water supply, the Citrus Heights Water District conducts its affairs with the highest ethical standards by emphasizing accountability, integrity, and collaboration. To achieve this goal, the District strives to create a team-oriented and safe work environment that empowers its staff, and supports pursuits for professional growth. Ultimately, the goal is to provide responsive service to the District’s rate-payers.

The District has served the community since 1920, and will continue to evolve as a dynamic provider of municipal water service to assure that its customers receive the best value without giving it a second thought.

THE COMMUNITY

The Citrus Heights Water District is conveniently located in the urbanized area between downtown Reno, Lake Tahoe and Napa Wine Country. The community and surrounding area enjoys the cultural, educational and recreational amenities of the Sacramento metropolitan area. The San Francisco Bay Area, the Gold Country foothills of the 1849 Gold Rush are all easy day trips. The Citrus Heights Water District Service Area features quiet neighborhoods, beautiful parks, excellent schools, and affordable housing, while offering exceptional amenities such as a broad array of shopping and dining opportunities to both residents and visitors.

THE POSITION

Reporting to the General Manager, the Director of Operations plans, organizes, directs, and implements comprehensive strategies and programs for the operation of a medium-sized surface water and ground water system. The position is responsible for developing and managing the District's 250-mile Distribution System, Groundwater Program, Water Efficiency and Water Quality divisions. Additional program management includes developing and managing the District’s Safety and Disaster Preparedness Programs in compliance with Federal and State guidelines. The Director will strive to identify operating efficiencies, and develop operating plans and programs, ensuring effective and efficient high-quality work in the department.

This position is expected to manage and direct the development, implementation and evaluation of short and long-term plans, policies, systems and procedures; analyze proposed state and federal laws and regulations for their impact on District practices and operations; recommend policy and procedure changes or appropriate actions; and implement programs. The position will also provide day-to-day leadership and work with staff to ensure a highly performing and customer service-oriented work environment that supports the District’s mission and strategic plan, as well as objectives and values.
THE IDEAL CANDIDATE

The ideal candidate will be a strategic leader who shows initiative and manages for results. Strong writing skills, exceptional technical aptitude, and proven experience with budget development and monitoring are key attributes. Individuals with water production and distribution management and/or in-depth water systems engineering experience will be well-suited for this job. The person selected to become the District’s next Director of Operations will be a team builder who collaborates and communicates with other individuals throughout the District to achieve positive results.

The candidate must have strong leadership and communication skills, and an established background in the operation and maintenance, or design and construction of water production and distribution systems, as well as broad based knowledge of related principles, practices, theories, and techniques. The candidate must also be knowledgeable in organization and management practices as applied to the development, implementation, and administration of comprehensive programs, policies, guidelines, procedures, and operational needs of a water operations department. The candidate will work cooperatively with District staff, consultants and contractors; select, train, motivate, and direct department staff, including establishing performance requirements and professional development targets, as well as evaluating and reviewing work for acceptability and conformance with department standards. This individual must exercise sound, expert independent judgment within general policy guidelines, establish and maintain effective working relationships with all levels of District management and staff, other governmental officials, consultants, vendors, and the public; and exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

Additionally, he/she should be familiar with applicable federal, state, and local laws and regulations that may affect the work of the Operations Department.

Hands-on experience with the principles and practices of budgeting, purchasing, and maintenance of public records is highly desirable. Demonstrated ability to conduct research and analysis, provide clear and accurate communication, and effectively manage and supervise staff will be required. Experience working for a public agency is preferred. The candidate should understand the organization and functions of a public board.

EDUCATION & EXPERIENCE

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

Education

- Equivalent to a bachelor’s degree from an accredited college or university with major coursework in engineering, science, business administration, public administration or a related field.
- A Master’s Degree in Public Administration or Business Administration is preferred and highly desirable.

Experience

At least eight (8) years of progressively responsible experience in water utility, and/or public agency administration requiring the responsibility for the operation, maintenance and repair of treated water systems; including five (5) years of supervisory responsibility.

Licenses, Certificates & Special Requirements:

- Possession of a State of California Water Resources Board Grade D3 Distribution Operator Certification is required.
- Possession of a State of California Water Resources Board Grade D4 Distribution Operator Certification is required within one (1) year of the time of appointment. Failure to maintain such required certification may be cause for disciplinary action.
- Possession of a State of California Water Resources Board Grade T2 Water Treatment Operator Certification is required within one (1) year of the time of appointment. Failure to maintain such required certification may be cause for
**COMPENSATION & BENEFITS**

Salary will be **$130,686—$176,446**, DOQ.

In addition to a Pay-for-Performance program, District salaries are reviewed annually for a Cost of Living Adjustment (COLA) based on the Consumer Price Index for All Urban West Coast consumers (CPI-U). The District’s compensation package also encompasses an attractive benefits package that includes:

- **4/40 Work Schedule**—District observes a 4/40 work schedule with all employees on a Monday through Thursday work schedule.

- **Retirement**—The District offers CalPERS, with Social Security. Benefit is 2% @ 55 for classic members and 2% @ 62 for new members as defined by PEPRA, subject to the limitations set my PERS. Employee pays the employee portion.

- **Deferred Compensation Plan**—District offers optional enrollment in a pre-tax payroll-deducted 457 plan (ICMA-RC). District offers 3% employer match, based on annual limits established by the Internal Revenue Service.

- **Health Insurance**—**Medical**—District provides health insurance plan options for employees and dependents; offers a $400 monthly medical stipend to employees who do not enroll onto the District’s health plan. **Dental/Vision Insurance**—District provides dental and vision coverage to employees and dependents through Principal Insurance Group. District also provides Health Reimbursement, Flexible Spending and Dependent Care accounts options that cover some or all co-pays, deductibles and out-of-pocket medical costs.

- **Life Insurance**—District pays $100,000 of employee life insurance. Additional supplemental life is available to employees at their own expense.

- **Social Security**—District has contracted to continue employee participation in the US Social Security (SSA) Old-Age Survivors and Disability Insurance (OASDI) program.

- **Vacation Leave/Management Leave/Sick Leave**—District offers generous vacation and sick leave benefits beginning at monthly accruals of 8 hours and 8 hours, respectively. In addition, management employees receive 80 hours of management leave, and 10 hours of floating holidays per year.

- **District Supplied Automobile**—A District vehicle is provided during the work day and for work-to-home use.

- **FLSA**—Exempt Employee.

**APPLICATION & SELECTION PROCESS**

The deadline to apply is **5:00 P.M. (PDT), Friday, July 31, 2020.** To be considered for this exciting opportunity, candidates should apply at [https://www.govemmentjobs.com/careers/rgs/clientrecruit/jobs/2807032/director-of-operations-manage-water-distribution-groundwater-water-efficiency?pagetype=jobOpportunitiesJobs](https://www.govemmentjobs.com/careers/rgs/clientrecruit/jobs/2807032/director-of-operations-manage-water-distribution-groundwater-water-efficiency?pagetype=jobOpportunitiesJobs)

Qualified candidates are invited to submit a Letter of Interest and 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 telephone interview. Only the most qualified candidates will be invited to an Oral Panel Interview process. Only the names of the most-qualified candidates who pass the panel interview process will be submitted to the District for final selection.

Appointment to this position will be contingent upon successful completion of a post-offer, pre-employment background investigation, including fingerprint clearance, and physical examination.

Additional inquiries about the position may be directed to Noreen Griffin at ngriffin@rgs.ca.gov. *Neither Regional Government Services nor the Citrus Heights 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 ngriffin@rgs.ca.gov.

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**The Citrus Heights Water District is an Equal Opportunity Employer**

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**Recruitment Services Provided by Regional Government Services**

Noreen Griffin
650.587.7300, Ext. 88
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