

# Assistant General Manager



## OUTSTANDING OPPORTUNITY

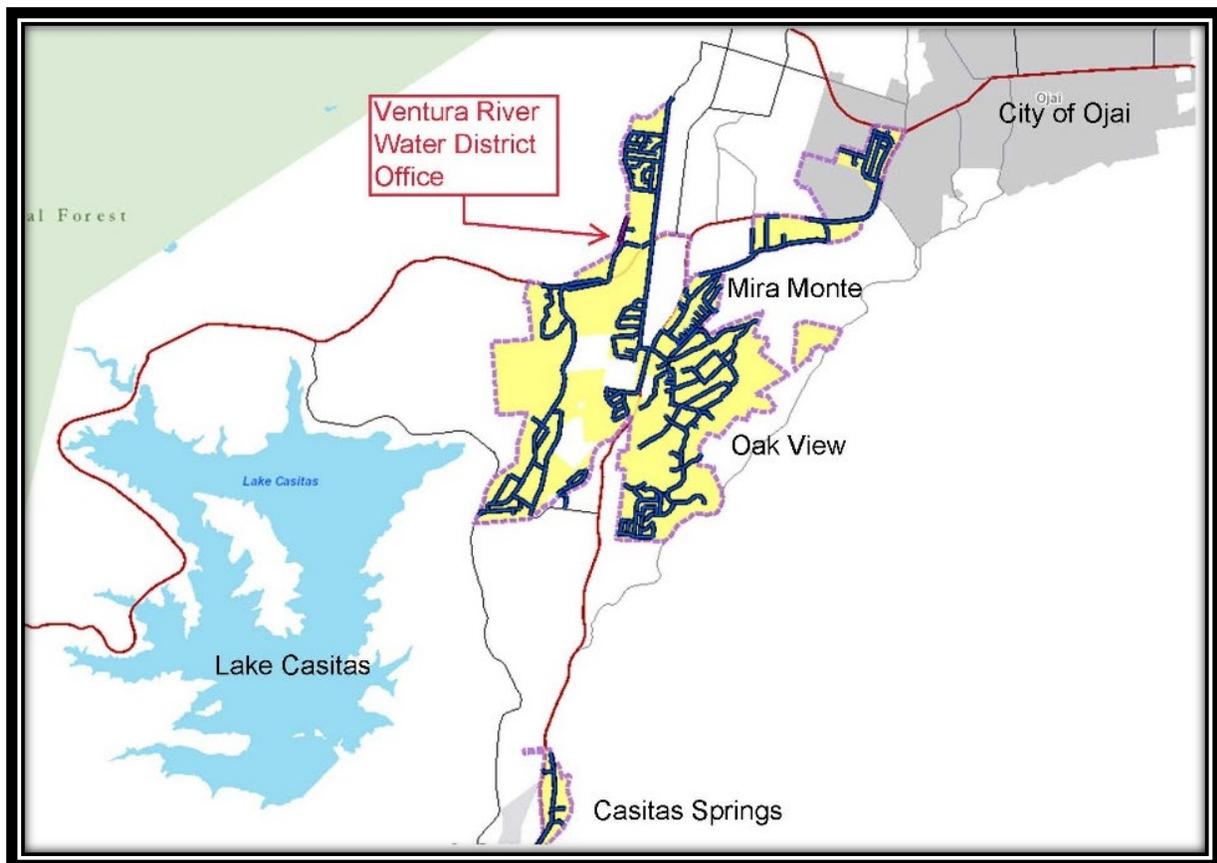
The Ventura River Water District (VRWD/District) is currently preparing an \$11 million dollar capital improvement package to build two water tanks, rehabilitate a pump station, install solar at the District's two pump stations and replace multiple old water mains. The District is also in the process of installing smart water meters (AMI) and has an ongoing program to install infill fire hydrants and bring all old neighborhoods up to current fire standards. The District's water budget rates, along with smart meters, help customers optimize their water use.

This recruiting effort seeks a thoughtful leader with a successful track record of embracing current technology, efficiency, water conservation and robust customer service. Equally important, the new Assistant General Manager (AGM) will enthusiastically promote employee development and engagement to further align with the District's core values and cultural attributes. Additionally, the top contender for this position will be able to innovate and balance fiscal prudence with efficient business practices. Reporting to the General Manager, the AGM will be a collaborative partner and contribute on a district-wide basis as a valued member of the executive leadership team.

# ORGANIZATIONAL OVERVIEW

The Ventura River Water District serves 2,100 residential and commercial customers in the Ojai valley. The office is located adjacent to the Ventura River and the Ventura River Preserve trailhead. It is twelve miles from the beach, five miles from the Los Padres National Forest and a ½ mile from the Ojai trail, a Class A bike, equestrian and pedestrian path to the ocean and Ojai enabling employees to safely walk or ride a bike to work.

The Assistant General Manager reports to the General Manager. The District's staff of 6 full-time employees and 5 elected Directors promote sustainable use of groundwater and development of local water supplies while safeguarding public health and protecting the environment.



# OVERVIEW OF RESPONSIBILITIES

The Assistant General Manager will provide leadership and direction to staff, ensuring a high-performance, service-oriented environment that aligns with the District's mission, vision, goals, values, and organizational culture. This includes planning, organizing, managing, and integrating the work of the District to achieve annual goals and objectives to ensure operations and services that integrate with the overall direction set by the Board of Directors and the General Manager.

The AGM prepares Board Reports, attends Board meetings making presentations to the Board of Directors. The AGM also represents the District at professional organizations, outside agencies, community groups, and others.

Working collaboratively with the General Manager and Board, the AGM will maintain the 20-year Capital Improvement Program and 10-year Financial Model. The Model and Program are integral for evaluating existing revenue, revenue alternatives, and the development and recommendation of proposed water rates/charges. Change in water rates includes many steps related to public meetings, rate hearings, and after approval, implementation of new rates.

The AGM prepares drawings, contract specifications, and bid documents for Board approval, advertises projects for bids, and recommends award of contract and performs contract administration.

On occasion, the AGM performs "on-call" duties, water production, distribution system maintenance and office responsibilities.

The AGM will also act for the General Manager in the absence of the General Manager.



# THE IDEAL CANDIDATE

The ideal candidate for the AGM will be a person who has a big-picture vision and the ability to think outside the box. They are a results-oriented, hands-on professional committed to excellence, independence, transparency, and fiscal accountability. They will also have critical thinking skills and can lead and manage in a public environment.



The candidate will have a passion for water conservation and balancing the water needs for the environment and people. They will have the skills to manage a water agency with strong water conservation rates and have an understanding of funding strategies, investments, and appropriate cash reserve policies.

The ideal AGM will be an excellent listener, communicator, and an accomplished presenter in a public forum with the ability to build strong relationships and engender trust. They will also be diplomatic with a willingness to push innovation and entrepreneurial excellence in a public agency that has charted a path toward being a forward-thinking organization.

This top individual will have excellent leadership skills and place a high value on honesty, integrity, and teamwork. Specific utility experience, while not required, is an added plus for the selected candidate. Other interested individuals with similar public sector experience (cities, counties, or special districts) are also encouraged to apply.



## QUALIFICATIONS

Candidates must have or be willing to obtain California Water Treatment Operator Grade II and Water Distribution Operator Grade II certifications within 18 months of hire.

A minimum of 5 years experience, with increasing responsibilities directing, preparing and coordinating a variety of programs including budget and fiscal control.



It is desired but not required that the AGM resides within 20 minutes from District Boundaries, have prior experience with a public agency and be a Civil Engineer.

## BENEFITS AND COMPENSATION

This is an at will position with a salary range of \$100,000 to \$140,000. Placement within this range will be based upon qualifications and experience. Benefits include an optional 457 Plan.

Other generous benefits provided include: Paid Time Off and holidays; health, dental and vision insurance, and an educational reimbursement program.

Retirement Plan: Retirement is offered through both the California Public Employee's Retirement System (CalPERS) and Social

Security. CalPERS “classic” members or current members of another California retirement system, as defined by PEPRA, will be enrolled in the 2% at 60 benefit formula with average three highest years compensation, and the employee will pay the full 7% toward the employee contribution; “new” members will be enrolled in the 2% at 62 benefit formula with the average three highest years compensation, and will pay up to 7% of eligible salary.

## HOW TO APPLY

This position is open until filled. Candidates are encouraged to apply *immediately* as this recruitment may close at any time after a sufficient pool of candidates is established. First review of applicants to begin the week of **Monday, April 11, 2022**. Electronic submittals should be sent to Bert Rapp, General Manager at: [Bert@VenturaRiverWD.com](mailto:Bert@VenturaRiverWD.com), and should include a compelling cover letter and comprehensive resume.

This is a confidential recruitment and candidates should be aware that references **will not** be contacted until mutual interest has been established.

This recruitment is expected to move quickly through the final steps of the selection process. Candidates should expect video final interviews (Round #1) to be conducted during late March. To the extent possible, in-person interviews (Round #2) will be in April. Anticipated start date will be in May or June 2022.