



*The North Coast County Water District Announces
an Employment Opportunity of*
GENERAL MANAGER

The North Coast County Water District is currently seeking an experienced, energetic, resourceful municipal executive to become the District's next General Manager.

About the District

The North Coast County Water District has been providing water to the residents of the City of Pacifica since 1944. In addition, the District also serves the Tom Lantos Tunnel fire protection line and unincorporated San Mateo County, Shamrock Ranch. The commitment expressed in our slogan: "Safe Drinking Water is our Business" has been maintained for more than 70 years due to the dedication and commitment of our qualified directors and staff. The staff of the Water District are committed to providing prompt, efficient and courteous customer service.

The North Coast County Water District is located on the western slopes of the coastal mountains of San Mateo County, overlooking the Pacific Ocean. The total area of the District is approximately 11.3 square miles. Supplied by the San Francisco Regional Water System (SFRWS), which is owned and operated by the San Francisco Public Utilities Commission (SFPUC), the District's major water source originates from spring snowmelt flowing down the Tuolumne River to storage in Hetch Hetchy Reservoir.

A five-member Board of Directors governs the District. The General Manager of the District is appointed by and reports directly to the Board of Directors.

The District has 22 highly dedicated full-time employees and a \$12 million fiscal year 2018-2019 operating budget, of which \$2 million represents Capital Improvement Programs. The future for the District is very bright, filled with exciting opportunities. The General Manager will be expected to:

- Achieve Board policy objectives for conservation, recycled water, and alternative water resources.
- Achieve Board policy objectives for service to District's customers, and development of long-term water resource management plans.
- Manage multiple, diverse projects simultaneously following the District's 20-Year Master Plan

About the Position

The General Manager must implement and manage the District's strategic plan, mission statement, goals, objectives, policies, and procedures. He/she has primary responsibility for the planning, budgeting, implementing and maintaining costs, methods, and employees of the District; directing the activities of outside engineers and consultants.

In addition, the General Manager prepares and presents the District's annual budget, capital improvement program financing requirements and the District's schedule of water rates and charges; directs the development and evaluation of technical engineering studies and reports to determine the effectiveness of District programs; prepares reports, correspondences and presentations to legislative bodies and other agencies, the general public, the Board of Directors and District personnel on issues regarding District activities and functions; develops and implements the District's long-term Capital Improvement Plan; represents the District in negotiations with local, state, and federal government agencies, legislative bodies, citizen groups, and members of the general public; attends and participates in professional group meetings; establishes and maintains cooperative working relationships with co-workers, the Board, outside agencies, and the public; provides technical and administrative staff assistance to the District and its customers; and stays abreast of new trends and innovations in related fields. Actively seeks opportunities to fund projects and activities through federal, state and local grants. Regularly updates the Board on current, pending and future legislation and regulation.



Construction of the North Coast County Water District's Christen Hill Tank, 2015

Qualifying Education & Experience

Any combination of education and experience that could provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be: A Bachelor's degree from an accredited college or university with major course work in engineering, business or public administration and at least ten aggregate years of relevant professional experience including at least five years of executive-level management experience.

Additionally, possession of SWRCB Distribution Operator Licenses is desirable; however 5+ years of relevant municipal/special district experience will be considered. Possession of a valid California Driver's License-Class C is required.

The ideal candidate will have a thorough knowledge of the principles and practices of organizational administration as related to public agency operations, agenda requirements, knowledge of and ability to interpret the Brown Act, Water Code, Government Code and other Special District law.

The ideal candidate will demonstrate vision, creativity, and political sensitivity required to manage and develop sustainable water resource management strategies. She/he will have experience managing and delivering complete recycled water programs, and extensive knowledge of strategic planning; general management principles, practices and procedures; principles and practices of water system engineering and operations; program and budget development; general management principles including organizational assessment, public sector finance, revenue generation, information systems, project management, employee relations, and staff development.

A high technical and policy understanding of the San Francisco Public Utilities Commission Regional Water System is desirable.

In addition to the qualifications listed above, the ideal candidate will be:

- Enthusiastic and hard working.
- Personable.
- A team player.
- Inclusive and able to motivate employees.
- Ethical and trustworthy.
- Resourceful.
- Customer and results oriented.
- Committed to public service.
- Politically sensitive but apolitical.

Compensation and Benefits

The Board will negotiate a highly competitive salary for the General Manager supported by a mutually negotiated employment agreement. The District also offers a highly competitive benefits package.

Application Process

The North Coast County Water District is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, marital status, age, disability, or veteran status.

Interested candidates may apply by visiting the District's website at www.nccwd.com and downloading a job application. Submit a resume, application and answers to the following supplemental questionnaire by February 22, 2019. A Live Scan background check will be required prior to candidate's final interview.

On a separate sheet of paper, please answer the following questions and attach to your resume and application.

- 1)What challenges have you faced in developing an Operating and Capital budget of a water utility similar to North Coast County Water District?
- 2)Describe your previous experience interacting with elected officials?
- 3)What do you believe are the most challenging issues facing this District in the next five years?
- 4)What is your philosophy on the effective management of a public utility?



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