

## CAREER OPPORTUNITY

# OPERATIONS DIRECTOR



MARIN MUNICIPAL  
WATER DISTRICT

**SALARY RANGE: \$15,620 - \$18,989 PER MONTH (\$187,440 - \$227,868 ANNUALLY), DOQ/DOE**  
~ A 2-3% SALARY ADJUSTMENT IS EXPECTED STARTING JULY 1, 2020

**This is an opportunity for an exceptional strategic thinker to lead work units responsible for the critical operations related to providing clean safe drinking water and water for life safety for customers and visitors of Central and Southern Marin County.**

The Marin Municipal Water District is recruiting for an Operations Director to serve as a senior leader fostering innovation through effective leadership, administrative oversight and policy direction, with a strong focus on regulatory compliance, for the various units within the newly established Operations Department. Under the direction of the General Manager, provides targeted focus on the operational business side of the organization. The Operations Department is comprised of staff engaged in the operations, maintenance and delivery of safe and potable water through water supply, treatment, storage, distribution, maintenance and water quality activities including backflow prevention, laboratory services and regulatory compliance.



The ideal candidate will be a seasoned professional with a strong background in water utility operations and a proven ability to resolve largescale complex problems, foster continuous improvement to advance organizations by staying abreast of and applying industry best practices and effectively leading teams of professionals providing critical services to the community in a highly regulated environment.

**THE DISTRICT:** The District is a medium-sized, municipal, water agency with a Board of Directors/General Manager form of government, 240 full-time employees and a \$112,000,000 combined annual operating and capital budget for FY 2019. Annually, the District delivers water to 190,000 residents and

businesses in the central and southern portions of Marin County and has stewardship responsibilities for 21,000 acres of pristine watershed lands on Mt. Tamalpais.

## THE JOB:

This is a senior management level job class responsible directing the activities of the Operations Department by assigning and coordinating the activities of the department management staff and representing the department and the District in contacts with other agencies and organizations. Perform related duties as required.

- Plans, develops and implements the goal and objectives of the Operations Department that support the delivery of essential services to the community and support of the District's strategic plan;
- Manages District water system to provide for the most effective selection of water sources, water quality and water routing;
- Plans, directs and reviews the work of a professional and technical staff engaged in water treatment, distribution, maintenance, water quality, laboratory services and testing of potable and reclaimed water transmission lines;
- Ensures the planning, organization, administration, review and evaluation of the work of professional, support and operational staff and various contractors directly and through subordinate levels of management and supervision;
- Coordinates department's input and activities related to the District's capital improvement program;
- Certifies and submits regulatory reports to comply with the National Pollutant Discharge Elimination System (NPDES) program, Waste Discharge Requirements (WDR) and State Water Resources Control Board-Division of Drinking Water (DDW) requirements;
- Develops and recommends responses to water system operations emergencies, including assuming the role of incident commander during emergency situations;
- Promotes safety among District employees and instills a strong culture of safety throughout the organization;
- Directs and/or prepares technical and administrative reports; presents reports and recommendations to the General Manager and the Board of Directors;
- Often interacts with the Board of Directors on relevant matters.

[Click here for the Operations Director Job Description](#)

## QUALIFICATIONS:

In addition to the skills and attributes mentioned above, the ideal candidate will meet the following qualifications:

- Graduation from college with a Bachelor's degree from an accredited institution with a major emphasis in Life Sciences, business or engineering; Ten years of increasingly responsible business/utility or water operations and/or maintenance experience, at least five of which must have included significant experience in managing and administering operations at a management level in a public or private organization, preferably a utility.

or

- Completion of the twelfth grade or its equivalent; and fifteen years of increasingly responsible business/utility or water operations and/or maintenance experience, at least five of which must have included significant experience in managing and administering operations at a management level in a public or private organization, preferably a water utility.



## COMPENSATION & BENEFITS

The District offers an attractive compensation and benefits program. The salary range for this position is \$15,620 - \$18,989 per month (\$187,440 - \$227,868 annually), depending upon qualifications/experience.

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**Retirement:** MMWD is a member of the California Public Employees Retirement System (CalPERS), which offers reciprocity between agencies in the 37 Act County System.

- Classic employees – 2.7% @ 55 formula, highest 3 year average compensation. Employee contributes 8%.
- PEPRA employees – hired after 1/1/13 or Classic employees with 6 month break in service are eligible for a 2% @ 62 formula, highest 3 year average compensation not to exceed the CalPERS Compensation Limits (currently, \$124,180 for PEPRA and \$265.00 for Classic members). Currently, employee contributes 6.25%

**Health Insurance:** CalPERS health care, which makes available a variety of medical plans. The premium contribution currently made by MMWD is \$868.98 employee only; \$1,737.96 employee + 1 or more; opt-out payment of \$100 per pay period.

**Dental:** Dental insurance is available to employees and their families.

The District offers additional benefits to include Administrative Leave, Deferred Comp (employee option), Life and Long-Term Disability Insurance, vacation, sick leave, holidays and more. See the District's website for more information at: <http://www.marinwater.org/DocumentCenter/View/756/Senior-Managers-Benefit-Summary>

## SELECTION PROCESS:

The process may include a panel interview and a final interview. Only those candidates with the best combination of qualifications in relations to the requirements and duties of the position will continue in the selections process.

## HOW TO APPLY:

*Apply by Monday, December 16, 2019 by 4:30 p.m. for first consideration.*

Apply online at [Calopps.org](http://Calopps.org) :

## [Click here for the Operations Director Opportunity](#)

- To be considered for this position you must submit a completed application, the supplemental questionnaire, a cover letter and a resume.
- The position will be open until filled and may close without further notice.
- **TIMELINE :**
- Panel Interviews are tentatively scheduled for the week of **December 16, 2019**. Please reserve this timeframe on your calendar.
- Finalists will be advised of additional interviews.



## RECRUITER CONTACT:

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