

# ASSISTANT GENERAL MANAGER - WATER

City of Burbank, CA





## BURBANK WATER AND POWER

Are you looking to make a difference in your career serving a wonderful community? Join our dynamic team to serve the water and power needs of our citizens and businesses.

Burbank Water and Power (BWP) is a not-for-profit organization owned by the citizens of Burbank. For over 100 years, BWP has provided reliable, affordable and sustainable water and electric services to the community. BWP is operated in the public interest, for the benefit of the residents and businesses of Burbank. As a community-owned utility, BWP does not operate for the financial benefit of stockholders who may live hundreds of miles away and have little interest in the community. With its offices located in the community, BWP is readily available to customers—in person, over the phone and online.

Burbank's City Council determines how BWP's services are provided, including setting rates and approving services. Council members are residents of Burbank who are familiar with BWP's operations and services. Decisions are made in Burbank, with input by members of the community.

Burbank is a Charter City that operates under the City Council-City Manager form of government. The five-member City Council is elected for four-year overlapping terms, with the Mayor appointed annually from among the Council. The City Clerk and the City Treasurer are also elected positions. The City Manager and City Attorney are appointed by the City Council. All other department heads are appointed by the City Manager. Burbank is a full-service City, employing over 1,400 people.

Additional information can be found at <https://www.burbankwaterandpower.com/>

## THE COMMUNITY

Tucked between the Hollywood Hills and the Verdugo Mountains in the heart of Los Angeles County, the City of Burbank is a picturesque city with a small-town feel that belies its prominent position in the world of entertainment. Its excellent school system, extensive shopping, moderate year-round climate, tree-lined neighborhoods, proximity to ocean and mountains, and many parks make Burbank an excellent place to call home.

Burbank is also home to some of the biggest names in the entertainment business, including Walt Disney Studios, Disney Channel, Warner Bros., ABC, iHeart Radio, Nickelodeon Animation, Dick Clark Productions and Cartoon Network. These iconic companies, along with the City's theaters, restaurants, shops, nightspots, and festivals, attract nearly 10 million tourists and visitors each year to the "Media Capital of the World". However, as Burbank's roughly 100,000 residents know, the City has a lot more to offer.

Burbank's diversified economic base provides full-time employment opportunities for approximately 150,000 individuals across a wide variety of industries including high tech, retail, finance/banking and hospital/medical. In addition, the 17.16 square mile city has 41 public parks and facilities, a public golf course, equestrian trails, bike paths, a weekly Farmer's Market, outstanding municipal services, an innovative recycling program, and high performing schools. Named one of the nation's 100 Best Communities for Young People in 2008 and 2010, the City was also ranked the 16th safest city to live in the United States in 2016 by BusinessInsider.com.

Burbank is a full service city built by people, pride, and progress. In addition to Police, Fire, Parks and Libraries, Burbank has its own airport, wastewater treatment facility, recycling center, and landfills.

To learn more, visit [www.burbankca.gov](http://www.burbankca.gov).

## WATER SOURCES

Burbank does not have ownership rights to naturally occurring water underneath the City and is dependent on imported water purchased from the Metropolitan Water District. However, Burbank receives groundwater credits based on the amount of retail water sales by BWP. Using the groundwater credits, BWP pumps from wells in Burbank and then treats the water to remove volatile organic contaminants. All drinking water in Burbank meets or exceeds State and Federal standards including chromium.

# ASSISTANT GENERAL MANAGER - WATER

City of Burbank, CA

The majority of purchased drinking water from the Metropolitan Water District imported to Burbank derives from the State Water Project and travels through the Sacramento-San Joaquin Delta in Northern California. The Delta's ecosystem and ability to reliably deliver water is facing severe vulnerabilities. This is an important topic to Burbank because of the City's reliance on imported water that travels through the Delta.

BWP is rapidly expanding the recycled water system throughout Burbank. Burbank has a policy to require the use of recycled water for targeted large irrigated landscaped areas and other industrial uses. The City's Recycled Water Conversion Assistance Program (RWCAP) offers a rebate to assist Burbank customers converting to recycled water. The Burbank Water Reclamation Plant produces tertiary-treated recycled water which is distributed by BWP to its customers. A series of treatment and purifying steps ensures that the end product meets or exceeds all state and federal guidelines.

## THE POSITION

The Assistant General Manager (Water) AGM reports to BWP's General Manager. BWP's General Manager has seven other highly-motivated direct reports, including Assistant General Managers over customer service/marketing, finance, power supply, electrical services, operational technology, administrative areas, and an executive assistant.

The Water Supply Business Unit's activities support approximately \$31 million in retail sales. The Water Business Unit manages approximately \$13 million in operational and maintenance expenses, \$6 million in capital projects.

The Water AGM has 54 employees under three direct management reports: a Manager of Water Engineering/Planning who is responsible for the management of the water capital improvement Program including the engineering of Burbank's recycled and potable water system; a Manager of Water Production/Operations who coordinates, schedules, and reviews the activities of BWP's production wells, booster stations, reservoirs, Metropolitan Water District of Southern California service connections, water treatment facilities; and a Water Maintenance Construction Superintendent who coordinates, schedules, and reviews the activities of BWP's water distribution system of mains, valves, vaults, hydrants, meters, services, and other water system facilities.

Overall the Assistant General Manager of Water System performs the following activities:

- Directs the engineering and construction of facilities, improvements, and extensions
- Develops, presents, and implements fiscal plans
- Directs personnel administration
- Confers with the General Manager on policies
- Monitors and reports division operations
- Prepares reports for presentation to the City Manager, City Council, and regulatory agencies
- Confers with department managers, Public Safety officials, other utilities and directs the division's operations to secure the best coordination possible with such other organizations
- Reviews federal, state, and local laws and ordinances relevant to the operation of a utility
- Reviews purchases and personnel actions
- Reviews and approves plans, contracts, and work orders

## THE IDEAL CANDIDATE

The ideal candidate will be a business-minded, highly effective leader whose water background and experience have resulted in an in-depth knowledge of water rights and the laws, regulations, and agreements that influence water operations in the City of Burbank. This person will be a fighter and a team player who helps BWP succeed in its ongoing mission to provide reliable, affordable and sustainable water service to the community. He/she will be an advocate for the City and a champion for BWP employees who makes safety and quality top priorities. Finally, this person will be someone who thrives in a progressive community where a high degree of citizen participation is encouraged and excellent customer service is expected.

### Minimum Qualifications:

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with major work in civil, electric, or mechanical engineering; registration as a professional engineer in the state of California; six (6) years administrative experience, including three (3) years in the planning, direction, and coordination of a major division or section of a governmental, business, or utility organization. Experience in public or investor-owned utility is desirable.

## Additional Qualifications:

Five years in a senior management role.

Knowledge of administrative, financial, and technical problems of management including budget and fiscal administration, personnel administration, and public relations; basic principles of engineering and finance as applied to a utility; construction, maintenance, and operation of a utility facility and equipment.

Ability to plan, direct, and coordinate service operations; provide leadership to a group of subordinate managers; analyze technical and administrative problems and develop effective solutions; communicate effectively, both verbally and in writing; prepare and present reports and public addresses; supervise and direct the work of others; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Proper sense of urgency in managing priorities. Likes to achieve quick and accurate results.

Interpersonal, consultative and leadership traits providing credibility and rapport with their team, senior management, GM, City Manager and City Council.

Excellent communication skills required, both in formal presentation setting and one on one interaction. Ability to think quickly and respond to questions. Tactfully but assertively persuasive.

Superior financial, business analytic skills balanced by a keen strategic business perspective; able to integrate the larger strategic picture, focus on key issues and solve problems. Be a creative, logical thinker and presenter.

## Personal Characteristics:

Organized

Executive presence

Driven

High energy

Resourceful

Mature

Independent

Community Service Oriented

Team-oriented

Self-motivated

Ethical values

Patience

Environmental concern

## Other Requirements:

A valid California Class "C" driver's license or equivalent at time of appointment.

## COMPENSATION

The annual salary range for this position is \$167,832.08 - \$220,699.18, DOQ. The City's generous benefits program includes: CalPERS retirement, a 457 deferred compensation program, a retiree health savings plan, a cafeteria medical insurance plan, dental insurance, a vision plan, vacation and holiday leave, tuition reimbursement, a no cost on-site gym, and additional benefits. Further details will provided upon request.

## HOW TO APPLY

Apply on-line at [www.allianceRC.com](http://www.allianceRC.com) by **August 10, 2018**. For questions and inquiries, please contact:

Cindy Krebs or Sherrill Uyeda

**ALLIANCE RESOURCE CONSULTING LLC**

400 Oceangate, Suite 480

Long Beach, CA 90802

Telephone: (562) 901-0769

Email: [ckrebs@alliancerc.com](mailto:ckrebs@alliancerc.com) or [suyeda@alliancerc.com](mailto:suyeda@alliancerc.com)



<http://twitter.com/GoAllianceRC>



Alliance Resource Consulting LLC

An Equal Opportunity/ADA Employer