

DEPUTY GENERAL MANAGER, ADMINISTRATION

Eastern Municipal Water District

(Perris, CA)



THE DISTRICT

Located in western Riverside County, California, the Eastern Municipal Water District (EMWD) provides safe and reliable water and wastewater management services to a population of nearly 815,000 people in a 555 square mile service area. The District's main office is located in Perris, California with key operational facilities located along the 215 highway corridor from Moreno Valley to Temecula. Operations extend eastward to Hemet and San Jacinto.

The District was organized as a Municipal Water District in 1950 for the primary purpose of importing Colorado River water to its service area, thereby augmenting local water supplies. The District began providing wastewater treatment services to customers within its service area in 1962 and, as a result, has become actively involved in the production of recycled water. EMWD is governed by a five member Board of Directors and conducts its business with the support of a highly trained workforce of approximately 610 employees. The District's FY 2018-19 operating budget is \$402.8 million, of which \$240.2 million are for operating revenue. The District's services include water supply, water storage, sewer and water recycling.

EMWD was recently honored with the prestigious J.D. Power and Associates award for the 2018 Water Utility Residential Customer Satisfaction Survey. The study is in its third year and measures satisfaction of residential customers of utilities delivering water to at least 400,000 people. Satisfaction is gauged by measuring 33 attributes within six factors: delivery, price, conservation, billing and payment, communications, and customer service. EMWD ranked highest in customer satisfaction in the western region, which consisted of 12 states. EMWD was also recognized as highest in customer satisfaction among all participating agencies for its customer communications efforts.

For more information, visit www.emwd.org.

THE POSITION

The Deputy General Manager, Administration is one of two Deputy General Managers who report to the General Manager and work collaboratively to maintain EMWD's reputation as a water industry leader, customer-focused agency, and employer of choice. The Deputy General Manager, Administration has a wide scope of responsibilities that, depending on the qualifications of the individual selected to fill the position, may include: Financial and Cash Management, Accounting, Treasury, Purchasing & Contracts, Meter Reading, Human Resources, Safety/Risk & Emergency Management, and Customer Service. The other Deputy General Manager oversees the Planning, Engineering & Construction branch, Information Systems, and the Operations & Maintenance branch.

THE IDEAL CANDIDATE

The ideal candidate for the position of Deputy General Manager, Administration will be:

A Leader with outstanding mentoring, team building, and conflict resolution skills, who builds trust, motivates, and moves the organization forward by being inclusive yet decisive.

A Critical Thinker who is strategic and forward-thinking, with the vision and commitment to seek continuous improvement in the effectiveness and efficiency of the Operations of the District.

An Excellent Communicator and accomplished presenter who has an outgoing and personable communication style, exceptional listening skills, a well-honed sense of diplomacy, the ability to drive change and influence people, and the flexibility to work with a variety of individuals at all levels of the organization.

A Collaborator who is an active listener and expresses opinions candidly on all issues, while engaging in a collaborative, team-spirited work environment with the General Manager, the Executive Management Team, the Board of Directors, and department directors, managers, and staff throughout the organization for the purpose of contributing to EMWD's overall success.

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Financially Savvy with proven expertise in preparing and/or reviewing financial forecasts, the District's annual budget, investment policies, and rate setting recommendations. Additional skills that would be considered highly desirable include the ability to monitor accounting standards and tax regulations that may affect the District's financial reporting, debt management, investment decisions, and accounting practices.

Results-Oriented with a sense of urgency and timeliness that benefit a fast-paced and dynamic environment.

Confident and self-assured with the ability to exercise a high degree of professionalism, common sense, and sound judgment.

Creative with an entrepreneurial spirit, advanced problem solving skills and a passion for encouraging creativity in others.

Ethical with impeccable integrity, a commitment to organizational values as a basis for decision making, and an unwavering commitment to assist in leading and managing a top-tier organization.

Education and Experience:

To qualify for this position, applicants should have a combination of experience and education that provides the required knowledge and abilities, along with the specific requirements outlined below:

- Ten (10) years of progressively responsible administrative and executive management experience in developing, integrating, and administering complex administrative services functions, of which five (5) years should be in a management capacity.
- A bachelor's degree from an accredited college or university with major coursework in finance, business, public administration or a related field, OR equivalent professional experience. A master's degree is highly desirable.

COMPENSATION & BENEFITS

The annual salary range for this position is \$226,428 to \$260,395. In recognition of the value its employees deliver to the organization, EMWD offers a generous compensation and benefits package which includes:

Health Insurance - Several health plans are offered, with the District contributing up to \$21,264 annually towards the premiums for employee and family. Medical in-lieu program is available with required proof of coverage

Dental Plan - Full coverage for family in the base plan at no cost with the District contributing up to \$1,560 annually. Employees have the option to elect an enhanced plan with the employee paying the difference through voluntary payroll deductions.

Vision Plan - Full coverage for employee; option to add dependents at employee's cost.



Health Care and Child/Dependent Care Flexible Spending Account available through payroll deductions.

Supplemental accident, cancer, and short-term disability insurance available through payroll deductions.

Paid Time Off (PTO) - 176 hours per year.

Holidays - 10 paid holidays and 2 floating holidays per year.

Retirement - Classic Members: CalPERS; 2% at 55 benefit formula. The District currently pays 1% of the employee contribution and employees pay the additional 6%. New Members: CalPERS; 2% at 62 benefit formula. The employee contribution is 5.75%. The District does not participate in Social Security.

Deferred Compensation - Two programs are offered to employees:

401(a) - District provides annual contribution of \$1,180

457 Plan - Voluntary program for employees; District contributes a match to the 401(a) equal to 3.0% of employee's annual salary (4.0% effective January 2019).

Retiree Medical Coverage - provided through CalPERS with the District providing the PEMHCA minimum.

Life Insurance - Equal to annual salary up to a maximum of \$250,000 at no cost. Employees may purchase up to an additional \$500,000 in life insurance with the District paying 50% of the premium.

Monthly vehicle allowance of \$650.

Employee Assistance Program - Available to employees and their families.

Pay for Performance - Program offered to high-performing employees.

HOW TO APPLY

Resume review begins September 17, 2018, and interviews will be scheduled shortly thereafter. Please **apply on-line** at www.alliancerc.com. For questions and inquiries, please contact:

Cindy Krebs

Telephone: (562) 901-0769 Email: ckrebs@alliancerc.com

or Sherrill Uyeda

Telephone: (562) 901-0769 Email: suyeda@alliancerc.com

ALLIANCE RESOURCE CONSULTING LLC

400 Oceangate, Suite 480

Long Beach, CA 90802



<http://twitter.com/GoAllianceRC>



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