

General Manager

Calleguas Municipal Water District

Thousand Oaks, CA

AGENCY PROFILE

The Calleguas Municipal Water District was formed in 1953 for the purpose of providing a supplemental water supply for southern Ventura County. The district is governed by an elected, five-member Board of Directors and employs 69 full-time employees. Calleguas is a member agency of the Metropolitan Water District of Southern California and the region's primary urban water supplier. Calleguas provides water service on a wholesale basis to 20 member purveyors which serve a combined population of over 660,000. Calleguas operates and maintains a potable water system including 140 miles of large diameter pipeline with a full complement of reservoirs, pump and pressure regulating stations, hydroelectric and emergency generators, and treatment facilities throughout its 365 square mile service area. In addition, Calleguas owns and operates the Las Posas Aquifer Storage and Recovery Project and the Salinity Management Pipeline (For more information, visit bit.ly/cmwduwmp2015).

POSITION SUMMARY

As established by the Water Code section 71340, the General Manager shall serve at the pleasure of the Board of Directors. Reporting to and under policy direction from the Board of Directors, the General Manager oversees the administrative, planning, engineering, financial and operations and maintenance activities of the District. In consideration of Board-established organizational goals and priorities, the General Manager provides strategic leadership and manages overall District functions designed to fulfill the District's mission. The incumbent serves as the principal District representative communicating and implementing Board policy decisions with District employees, other governmental, legislative and regulatory bodies, member purveyors, consultants, media, community organizations, and the general public.

JOB REQUIREMENTS

The General Manager must possess a wide range of skills and knowledge necessary to effectively manage all District departments and activities. The position requires extensive interaction and collaboration with other agencies, organizations and individuals and the ability to resolve protracted, complex, and contentious issues. It is essential that the General Manager possess strong interpersonal skills and communicates clearly and effectively, both verbally and in writing, to maintain sound working relationships with the Board of Directors, staff, and external entities. The General Manager is also expected to conduct him- or herself with integrity and maintain high ethical standards in the completion of work tasks.

MINIMUM QUALIFICATIONS

Experience:

- Progressively responsible experience managing multifaceted projects and programs, demonstrated leadership in the public sector, and working knowledge and understanding of contemporary California water issues, particularly matters related to imported water and groundwater resources.
- Broad and extensive work experience in a management position in a public agency, assuming responsibility for the formulation and implementation of programs, budgets, and administrative operations with at least ten years of experience in a supervisory capacity is desirable.

Education:

- A bachelor's degree in Public or Business Administration, Civil or Mechanical Engineering, Hydrogeology, or closely related field from an accredited college or university is required.
- An advanced degree, California professional engineer or geologist registration, and/or California water treatment/distribution certifications are desirable.

COMPENSATION AND BENEFITS

Total annual compensation is negotiable and will be competitive and dependent upon the qualifications and experience of the selected candidate and needs of the District. Additional typical District benefits include participation in California Public Employees' Retirement System program, 457b deferred compensation program, medical, dental, vision and life insurance, and a vacation/sick leave program.

HOW TO APPLY

Submittal of a District application packet including job application, cover letter, resume, and supplemental questionnaire is required. **Application packets are due by 4:30 p.m., Friday, June 7, 2019** and must be submitted by either mail to Calleguas MWD, Attn: Human Resources Coordinator, 2100 Olsen Road, Thousand Oaks, CA 91360 or by email to ccooper@calleguas.com.

Application materials are available at http://www.calleguas.com/humanresources/employment_opportunities.asp or can be requested by calling 805-526-9323.

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