

POSITION: General Manager / Administrator

DEFINITION:

The Pauma Valley Community Services District ("District") is seeking an individual to direct all activities of the District and the associated Rancho Pauma Mutual Water Company ("Company"). Reporting directly to two, independent boards of directors, the Administrator or General Manager will also act as a key member for community issues in a private, gated community surrounding a private golf course. The District provides sewage, storm water, as well as gate and patrol security services; all 24 hours a day and 365 days a year. The Company provides potable and non-potable water pumping, storage and distribution for which the District provides technical and administrative services to the Company and operates within the policies set by the board of directors of the Company. This position will exercise management of 15 full-time positions, 2 part-time positions of operational, professional, technical and clerical, and a part time technical consultant. The utility services process about 65,000 GPD of sewage and about 1,900 AFY of potable and non-potable water. The plant operates at a level of secondary treatment with percolation disposal and is rated at 150,000 GPD. Groundwater extraction comes from 9 potable and 5 non-potable wells.

DUTIES MAY INCLUDE, but not be limited to, the following:

- Establish effective working relations with the Presidents and the boards of directors of the District and the Company; attend all board meetings, prepare board agendas and papers, offer professional advice and implement the policies and directives of the boards.
- Establish a cooperative, effective, disciplined and safe work environment by motivating personnel; including establishing objectives and monitoring employee performance, reviewing preparing and presenting employee performance reviews, providing and coordinating training, working with employees to identify and address deficiencies and, if necessary, implementing disciplinary procedures.
- Develop, plan, and implement operating goals and objectives and conceive and recommend policies and procedures for approval of the appropriate board and invariably maintain the policies in operation subsequent to board approval.
- Provide direction and oversight for the operational and administrative activities of wastewater collection and treatment, and water distribution, treatment, storage and delivery.
- Provide direction and oversight for engineering and administrative activities, including capital projects.
- Provide direction and oversight for the operational and administrative activities of the Security patrol and Security gate activities.
- Supervise and participate in the development and administration of operating budgets; including planning and recommending capital projects and annual operating budgets by

forecasting funds needed for staffing, equipment, materials and supplies and upon budget approval monitor and approve authorized expenditures and report to the boards monthly on financial and operating performance.

- Provide direction and oversight for the operational and administrative activities of financial controls and billing services, including debt collection, funds management, and financial reporting including an annual CPA audit.
- Ensure full compliance with all applicable regional, County, State and Federal regulatory agencies; interpret policies and procedures established by regulatory agencies.
- Resolve work problems and interpret administrative policies to subordinates, consultants, contractors, the public and shareholders. Respond to and resolve customer/shareholder complaints and concerns and effectively interface with outside agencies.

QUALIFICATIONS AND SKILLS DESIRED:

- Leadership ability -demonstrate leadership, complimented by a high level of initiative, interpersonal and cultural sensitivity, and creative and flexible problem solving skills; a high level of integrity and honesty; possess a collaborative working style with strong communication skills.
- Leadership style - create a working environment that develops teamwork, is supportive of all employees, allowing them to grow and flourish in their careers; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; effectively plan, organize, assign and schedule various technical, operational and administrative programs; analyze, interpret, summarize, and present administrative and technical information and data in an effective manner; maintain complex records and prepare comprehensive technical reports, studies, and correspondence on technical, operational, financial and administrative matters; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Technical knowledge - knowledge or understanding of occupational hazards and safety precautions necessary in work; geographic information systems, computer software and hardware; and regulatory issues involving groundwater and sewage.
- Education - any combination of education/training and experience which would likely provide the required knowledge and abilities is qualifying. A Bachelor's degree from an accredited college or university with major course work in Public or Business Administration is preferred.
- Experience - five years of increasingly high level responsibility in the management and operations of a local government agency or water utility is highly desirable.

- Certifications - either hold or be committed to obtain during the first three years of service the following certificates: Distribution 2, Water Treatment 2, and have the ability and be willing to obtain higher level certificates before the end of five years of service. Other desirous certification to possess would be a Wastewater Treatment 3 or above.

COMPENSATION / BENEFITS

An appropriate salary will be negotiated with a successful applicant based on experience and qualifications. The District also offers an excellent benefit package that includes:

- ✦ Retirement: Tax deferred, CalPERS with a 2% at 62 formula and participation in Social Security
- ✦ Deferred Compensation: A deferred compensation plan is available at employee's option
- ✦ Health Benefits: The District pays 80% of all health care policy premiums for employee and dependents; Health Reimbursement Account is provided annually and is based on employee's status (single, married, children).
- ✦ Vacation: Accrued to 160 hours maximum and awarded at: 1 to 5 years / 80 hours; 5 to 15 years / 120 hours; 15+ years / 160 hours
- ✦ Sick Leave: 78 hours per year; accrued to 160 hours total
- ✦ Paid Holidays: 8 fixed and 1 floating paid holidays per year
- ✦ Life Insurance: Policy value of \$25,000
- ✦ Tuition Reimbursement Policy
- ✦ **Relocation reimbursement may be considered**

APPLICATION PROCEDURE:

Interested applicants must complete a Pauma Valley Community Services District application form. Application packets may be obtained by contacting the District office at 760-742-1909, or visit the District website at www.paumavalleycsd.com to download a copy of the application form. Complete and submit, along with a detailed resume, by mail or in person to:

Pauma Valley Community Services District
33129 Cole Grade Road
Pauma Valley, CA 92061

Emailed or faxed applications will not be accepted. A post-offer and pre-employment physical, drug testing and background check will be required.