

Compensation and Benefits

The West County Wastewater District offers an excellent compensation and benefits program. The salary for this position is open and negotiable DOQ. The competitive benefits package includes:

- ◆ Retirement: The District participates in CalPERS with a 3% @ 60 formula for Classic Employees. An employee pays the full employee contribution, which is currently 8%. For employees covered under PEPR, the retirement formula is 2% @ 62 with an employee contribution of 6.25%.
- ◆ Health Benefits: The District pays for up to 100% of the monthly employee premium for the Kaiser Bay Area plan. Qualified dependents are eligible to participate in the employee's plan. An employee who has other qualified health insurance may be eligible to waive coverage and receive a \$500 in lieu payment.
- ◆ Dental and Vision: The District pays 90% of the premium for employee and employee's qualified dependents.
- ◆ Deferred Compensation: The District offers a voluntary 457 Plan.
- ◆ Vacation: Employee shall accrue vacation at a rate to be negotiated based on qualifications.
- ◆ Holidays: 10 paid holidays annually.
- ◆ Administrative Leave: Accrual of 64 hours annually.
- ◆ Sick Leave: Accrual at the rate of 3.70 hours per pay period.
- ◆ Life Insurance: District pays for term life policy in the amount of 1 ½ times annual salary.
- ◆ Long-Term Disability: District pays for a Long Term Disability plan.
- ◆ Vehicle: District provides a vehicle for business use or reimbursement for use of a personal vehicle for business use.



The Process

If you are interested in pursuing this unique and exceptional career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume, and contact information, including email addresses for five work-related references. (We will not contact references until after an interview takes place).

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The final filing date for this position is September 7, 2018

Following the final filing date, preliminary interviews with Avery Associates are anticipated to take place during the timeframe of September 4-14th. Formal interviews with the District are expected to occur in early October. An appointment is expected by early November.



West County Wastewater District



*invites your interest
for the position of*

General Manager

West County Wastewater District

West County Wastewater District (WCWD) is an award-winning wastewater treatment and resource recovery agency that collects and treats wastewater for reuse. Both district headquarters and the treatment plant are located in Richmond, CA, several miles from one another. The WCWD customer base of approximately 100,000 residents is within a service area that incorporates 34,000 residences and 2,450 commercial/industrial businesses within the cities of Richmond (northern subdivisions & north Richmond), San Pablo and designated sections of Pinole. It also serves the communities of El Sobrante, East Richmond Heights and the surrounding unincorporated areas.



The District operates a 12.5 MGD wastewater treatment plant and maintains 249 miles of sanitary sewer collection lines, 17 lift stations and six miles of pressure force mains. In 2014, WCWD developed a comprehensive District-wide Master Plan, which integrated with the District's Strategic Plan. The Strategic Plan was updated in 2018 and continues to serve as the roadmap for upgrading and maintaining the District's infrastructure and operations moving forward.

WCWD takes great pride in its efficient operations and administration. The District was recently awarded its 15th consecutive Platinum Peak Performance Award by the National Association of Clean Water Agencies (NACWA) for NPDES permit compliance. In May of 2018, the Special District Leadership Foundation (SDLF) presented WCWD with the Certificate of Excellence Award for transparency in good governance and, in 2017, the District received the Utility of the Future Award from Water Environment Federation's Annual Technical Exhibition. The Government Finance Officer Association (GFOA) honored the District in 2018 for its Distinguished Budget Presentation, and the California State Municipal Finance Organization (CSMFO) praised the District on several occasions for outstanding budget presentations and financial reporting.

The Organization

WCWD is governed by a five-member Board; Directors are alternately elected in even numbered years. The current Board is progressive, engaged and diverse and embraces its role as an active policy board. The General Manager (GM) is appointed by the Board and works closely with the District's Attorney and provides oversight for all aspects of the WCWD operation. The Public Employee's Union represents most WCWD employees. The District operates on a biennial budget with a FY 2018 operating budget totaling over \$33 million (inclusive of the \$6.8 million CIP). The authorized staffing level for the fiscal year is 69 FTEs.



The West County Wastewater District is evolving as a values-driven organization with a commitment to the core values of Trust, Accountability, Leadership, and Collaboration. It operates with the following **Mission Statement**...."We protect public health and the environment by safely and responsibly treating wastewater for reuse." The new GM will serve as a transformative leader and role model who embodies the core values of WCWD and embraces the mission of the District.

The Position and Ideal Candidate

The new GM will lead and orchestrate the organizational change efforts within the District. While the commitment to wastewater resource recovery continues to be a critical focus for WCWD, realignment of the District culture will also be essential in this role. The current members of the Board of Directors are newly elected (within the past four years) and work well with one another. They advocate for a progressive work environment based on active communication & information sharing, empowerment, and mutual respect, all of which emanate from the District's core values. The GM will model the behavior and provide ongoing mentorship to ensure this culture change becomes the norm within district operations.

Organizational priorities for this role include the ongoing need for positive and interactive work relationships with the Board and staff. Proactive and regular communication is essential towards implementing policy direction and in keeping the Board informed and updated on District operations. There is a need to strengthen and unify organizational relationships through active, collaborative and team-oriented guidance. The organization will also benefit from greater levels of operational structure, standards, and staff development through additional professional/technical growth and training opportunities. The GM will have a unique opportunity to build a cohesive, high performing management team through participation in filling several key executive positions.

Operationally, the GM will evaluate the priorities of the District's Master and Strategic Plans to determine critical infrastructure needs and the funding requirements projected with these initiatives. Other operational priorities include the need to conduct a thorough rate analysis, a redesign of the District website, investing in the replacement of outdated equipment and vehicles, and support for human resources systems and programs to enhance the employee/labor relations climate, provide fair and equitable compensation, and conduct efficient and effective recruitments. The GM also provides staff support and serves as manager for the West County Agency, a joint powers authority between the City of Richmond and WCWD.

The ideal candidate for this assignment will be an inspirational, engaged and charismatic leader that can connect with, influence, and relate to an organization that is passionate and committed to its mission and vision. The GM will also be a strategic partner with regional and industry-wide resource recovery agencies and will be



comfortable with outreach and interactions with District constituents. The position also requires a strong financial and personnel administrator that embraces and honors the essential roles of the GM and the Board. The new GM will be an experienced executive or high-level administrator with more than ten years of progressively responsible experience in the public sector; including a proven track record of strong fiscal and operational management, and at least five years at a management level. A BA, BS or equivalent is required. An understanding of engineering practices, principles and applications along with a MA/MS degree are highly desired.

