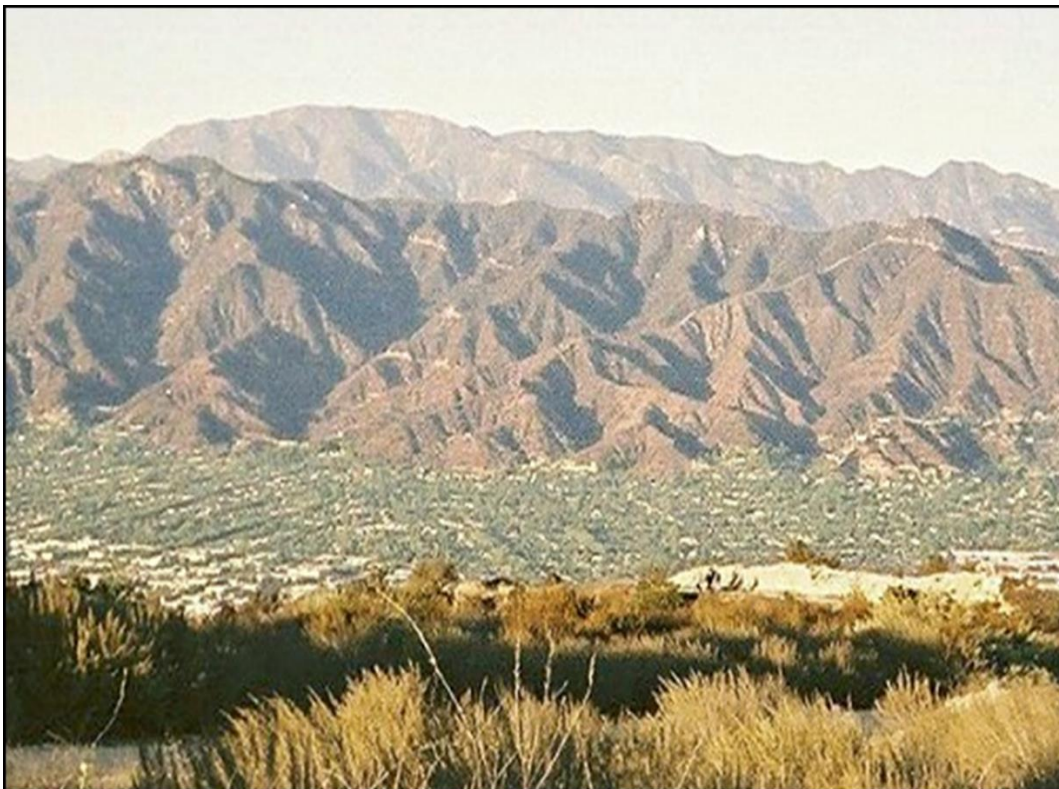




**Crescenta Valley Water District
Invites Applications for**

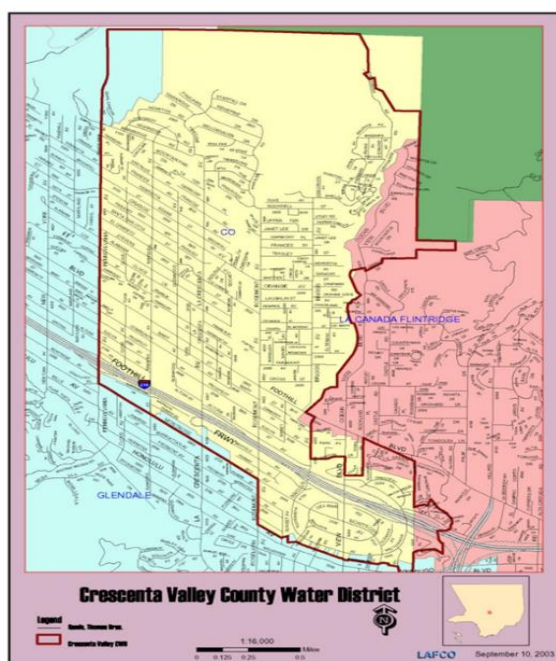
General Manager



Applications Accepted Until Friday, March 2, 2018

The District

The District is located in the Crescenta Valley area of Los Angeles County in the foothills of the San Gabriel Mountains, between the San Fernando and San Gabriel valleys. The District provides water distribution and sewage collection within its boundaries to the unincorporated communities of La Crescenta, Montrose, and Verdugo City as well as small portions of the cities of Glendale and La Cañada Flintridge.



The District serves an area of approximately 4 square miles in relatively steep terrain ranging from 1,200 feet to almost 3,000 feet above sea level. The customer base is primarily residential with some light commercial along Foothill Boulevard in La Crescenta and Honolulu Avenue in Montrose. The District currently provides water to over 8,000 accounts representing a population of approximately 32,000. Customer growth is steady, although the Crescenta Valley area is nearly built-out. Residential growth is occurring through increased housing density in the multiple-unit-zoned areas (primarily

Montrose) as well as limited in-fill housing development on random parcels in La Crescenta.

Mission Statement

“To provide quality water and wastewater services to the Crescenta Valley community in a dependable and economically responsible manner.”

Vision Statement

“To provide water and wastewater services effectively and communicate the value of these services to the customers and community.”

Values

The District values:

- Integrity
- Respect
- Competence
- Professionalism
- Innovation
- Effectiveness
- Teamwork

The Position

Under administrative direction of the Board of Directors; to be in charge of the administrative, public relations, personnel, and general affairs of the District; to represent the Board's policies and programs with employees, community organizations, and the general public; to review budget requests and make recommendations to the Board on final expenditure levels; to be responsible for employer-employee relations; and to do related work as required.

Duties

Serves as the Chief Executive Officer for the District; provides advice and consultation on the development of District programs and policies; oversees development of the Board agenda for meetings; represents the Board's policies and

programs with employees, community representatives, and other government agencies. Oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels; reviews budget requests and recommends approval or disapproval; submits long-term capital improvement plans; maintains continuous awareness of industry practices and recommends changes which increase the efficiency and economy of District operations. Has responsibility for District personnel matters, including employment procedures, grievances, anti-discrimination, classification and pay, and employer-employee relations. Negotiates leases and agreements with other agencies; oversees grant applications and maintains responsibility for proper administration of grants received; represents the District before boards and commissions; communicates orally with District Board members, co-workers, and the public.



Required Education and Experience

A Bachelor's Degree in Public Administration, Business Administration, Engineering or a closely related field or any combination of education and experience which would likely provide the necessary knowledge and abilities.

Broad and extensive work experience in a management or administrative position in a public agency, requiring the responsibility for the formulation and implementation of programs, budgets, and administrative

operations. At least five years of the experience should be in a management or supervisory capacity.

The Ideal Candidate

The following traits are desired: Articulate and respected in the industry; understanding of community interaction and dynamics; leadership with a high level of integrity and honesty. Capable of representing the District in regional and local matters and labor negotiations. Proven track record in administration and operations with similar organizations. Innovative in management structures and techniques, employee development and motivation. Knowledge of California water issues, regulations, water distribution and wastewater collection systems. Desired familiarity with MWD, Foothill Municipal Water District and neighboring agencies.



Immediate Priorities

The District's Strategic Goals are:

1. Infrastructure — Maintain a proactive asset management and replacement program.
2. Workforce — Maintain organizational effectiveness.
3. Emergency Response — Be prepared for emergency response.
4. Achieve Financial Stability.

5. Customer Engagement — Enhance effective public outreach and customer service.

6. Governance — Enhance effective governance.

Compensation and Benefits

Salary DOQ

Retirement – 2% at age 55 for CalPERS Classic members; 2% @62 for PEPRAs members.

Health – District-paid benefit (depending on plan selected) covering General Manager and dependents.

Dental, Vision – District reimburses 80% up to \$3,000 per fiscal year.

Post-Employment Health – District pays 50% of the premium with 10 years' service, increasing 5% with each year up to 100% with 20 years of service.

Life Insurance/Short-Term Disability/Long-Term Disability – Fully-paid life and accidental death insurance benefits at \$150,000; SDI; District-paid long-term disability insurance.

Vacation – 10 to 20 days per calendar year depending on total years of District service.

Administrative Leave – 7 days per calendar year.

Sick Leave – 11 days per calendar year.

Paid Holidays – 11 days per calendar year plus 3 floating holidays.

Deferred Compensation – Voluntary participation in CalPERS VOYA plan.

Application and Selection Process

To be considered for this position, please submit a detailed resume, compelling cover

letter, and three professional references by Friday March 2, 2018 to:

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