



LAS VIRGENES MUNICIPAL WATER DISTRICT

INVITES YOUR
INTEREST IN
THE POSITION OF

HUMAN RESOURCES MANAGER



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

THE ORGANIZATION

Las Virgenes Municipal Water District (LVMWD) located in Calabasas, California provides potable water service, wastewater treatment, recycled water service and biosolids composting for a 122 square mile service area west of the City of Los Angeles. Formed in 1958, LVMWD provides services to the cities of Agoura Hills, Calabasas, Hidden Hills, Westlake Village and neighboring unincorporated areas of Los Angeles County.

Every day, the 120 plus employees of LVMWD ensure the delivery of safe, clean, dependable water and environmentally protective wastewater treatment services in a cost-effective manner. Taking nature's lead, LVMWD works to make the most of water resources by bringing water "full circle" in a commitment to the concept of "Total Beneficial Reuse." After potable water is delivered to and used by customers, wastewater is then collected and extensively treated to be used again as recycled water for irrigation; the bio-solids are then processed into "Class A - Exceptional Quality" garden compost.

LVMWD's service area has no local source of drinking water. All supplies must be imported from Northern California through the State Water Project and from the Metropolitan Water District of Southern California (MWD). To meet peak demands and as insurance against emergencies and supply interruptions, the District built and operates Las Virgenes Reservoir, located in Westlake Village. The reservoir can hold a three-month supply of drinking water for district customers.

LVMWD is organized under the Municipal District Law of 1911 (California Water Code 71000). A publicly elected five-member Board of Directors governs the District, each representing one of five divisions. The directors serve overlapping four-year terms. From among its members, the board selects officers and a representative to the Board of Directors of Metropolitan Water District of Southern California. The District is managed by a General Manager who is assisted by three departments, Facilities and Operations, Finance and Administration and Resource Conservation & Public Outreach.

LVMWD currently provides water service to a population of approximately 65,000 including residential and commercial customers. It operates and maintains 24 tanks, 24 pumping stations, 394 miles of main line, Las Virgenes Reservoir and the Westlake Filtration Plant. Additionally the Tapia Water

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Reclamation Facility and the Rancho Las Virgenes Composting Facility are operated under a Joint Powers Authority between LVMWD and Triunfo Sanitation District. LVMWD has adopted a 2009-2010 Budget of \$60.3 million. District employees take a great deal of pride in their jobs and provide excellent customer service.

For more information, please visit the District's website at www.lvmwd.com.

THE IDEAL CANDIDATE

The District is seeking a dynamic and proven leader as the new Human Resources (HR) Manager. The position is open due to the retirement of the incumbent. Under the administrative direction of the Director of Finance and Administration, the HR Manager plans, organizes, coordinates, and directs the District's human resources, safety, and worker's compensation programs. The HR Manager serves as a key advisor to the General Manager and Director of Finance and Administration and performs related duties as required.

The successful candidate will possess a management style that emphasizes teamwork, participation, communication, collaboration, and team development. An accessible, responsive, and enthusiastic manager is sought who is committed to creating a positive working environment where the sharing of information, ideas, and feedback is encouraged and supported. An individual with a history of building and maintaining morale is highly desired. Through strong leadership and high ethical standards, the HR Manager will serve as a role model and mentor to staff by encouraging professional



growth, development, and training.

A candidate with exceptional oral and written communication skills is sought. Currently, the District has multiple projects in progress and on the horizon, which include Workforce Planning Processes, a 5-Year Staffing Plan, Health and Safety Fair, and resolutions on various policies and issues which require negotiations with union representatives. As such, the District is highly interested in a candidate who is able to effectively interact with all parties involved in these projects, as well as working with union representatives to create a mutually beneficial partnership.

The ideal candidate will be forward-thinking and visionary in order to create a more efficient and effective working environment. He or she will be a creative problem solver, able to identify key issues in complex situations, evaluate options, and initiate strategies for resolution. A strategic and analytical thinker who possesses the self-confidence to be a catalyst for continuous change is desired.

A candidate should possess five or more years of Human Resource and senior level management experience. A candidate with a municipal, state, or federal government experience, HR consulting, or private sector HR management will be considered. A Bachelor's degree in public administration, business administration, or related field with major coursework in personnel administration or human resources is required. A Master's degree is preferred; SPHR-CA is desirable.

LVMWD is an equal opportunity employer.

THE COMMUNITY

Las Virgenes Municipal Water District is a public (government) agency with a 122 square mile service area in North West Los Angeles County, including the cities of Agoura Hills, Calabasas, Hidden Hills, and Westlake Village and surrounding unincorporated areas that also include state and federal parklands. A wide array of housing choices can be found in the region from apartments and town homes to estates and equestrian properties.

Calabasas is located west of the San Fernando Valley in the picturesque Santa Monica Mountains. This 150,000-acre com-



munity includes 550 miles of multi-use trails in 70,000 acres of public park land.

The city of Agoura Hills offers many recreational opportunities including hiking and equestrian trails, scenic vistas, ample open space and a wide array of businesses.

The city of Hidden Hills is nestled between the western foothills of the San Fernando Valley in Los Angeles County and the Ventura County line. With a population just over 2,000, residents enjoy a city that has preserved a country way of life that has nearly vanished from other communities.

Westlake Village is a unique, master-planned community, located in Los Angeles County and bordering the city of Thousand Oaks and Ventura

County to the west. The city encompasses twenty individual neighborhoods, with active home-owners' associations to promote and maintain high quality architectural standards.

The region is also served by the Las Virgenes Unified School District, which has a history of excellence and provides education for levels preschool to grade 12 through 15 facilities.

All four of these communities and the unincorporated areas of western Los Angeles County benefit from their proximity to the cultural and recreational assets of the greater Los Angeles area. In addition to all the attractions offered by the private sector, the county has a

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number of world-class facilities including the Music Center (Walt Disney Concert Hall, Ahmanson Theatre, Mark Taper Forum, and Dorothy Chandler Pavilion), Hollywood Bowl, museums, the John Anson Ford Theatre and more. Additional attractions include the nearby beaches of Malibu and Ventura County, the Thousand Oaks Performing Arts Center, botanical gardens, year-round college and professional sports and acres of parks, gardens, lakes, trails, natural areas and golf.

THE COMPENSATION

The Human Resources Manager salary range is \$98,483-\$137,877 dependent upon qualifications. The District also offers an attractive benefits package.

Retirement – P.E.R.S. 2% @ 55; employee contribution is paid by the District.

Medical Insurance – The District covers up to 98% of the monthly premium cost of the PPO family plan.

Dental Care – The District provides dental insurance for employees and their dependents.

Vision Care – The District provides vision insurance for employees and the opportunity for employees to purchase coverage for their dependents at a very low cost.

Holidays – The District offers 11 paid holidays annually.

Vacation/Sick Leave – Vacation is accrued starting at 4 hours per pay period. Sick leave is earned at a rate of 8 hours per month.

Management Leave – 72 hours annually.

Deferred Compensation – \$3,000 or 3% of base salary deferred and matched dollar for dollar by District.

Life, Short Term and Long Term Disability Insurance – Plans are paid for by the District.

Retiree Medical – After 10 years of service and age 55, the plan pays 75% of the PPO for the retiree and one dependent.

Additional Benefits – 9/80 work schedule, tuition reimbursement, flex spending accounts.



TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online.

**Filing Deadline:
April 30, 2010**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to a personal interview with Bob Murray and Associates. Candidates selected as finalists will be asked to provide references. Final interviews will be conducted at Las Virgenes Municipal Water District. All candidates will be advised of the status of the recruitment following selection of the HR Manager.

If you have any questions, please contact Bob Murray at:

(916) 784-9080

