

**ASSISTANT
GENERAL
MANAGER**



THE ORGANIZATION

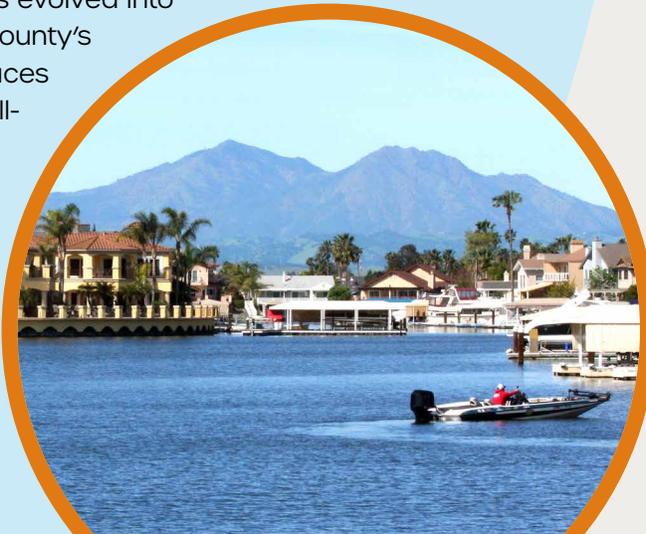
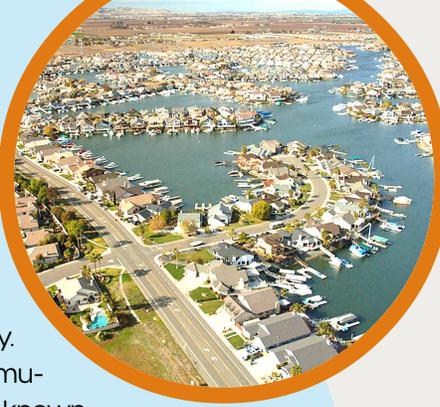
Formed in 1997, the Discovery Bay Community Services District provides and manages water, sewer, landscaping, and recreation services for the community. Discovery Bay is an unincorporated community of Contra Costa County and is officially known as the Town of Discovery Bay. The Town was officially formed as a California Community Services District in 1998.

The District is a non-PERS organization supported by a dedicated full-time staff of 18 as well as a part-time projects manager and an intermittent staff associated with summer recreational programs. The District is also supported by professional consultants providing wastewater and water operations, engineering, and water quality planning. With an annual budget of about \$12.3 million, the District is an independent special district with the primary function of providing water and wastewater services to the Town. The District is governed by an elected five-member Board of Directors who also act as an Advisory Committee to the Contra Costa County Board of Supervisors on matters ranging from General Plan, Public Safety, and sphere of influence issues to community development and any other areas that are not "Latent Powers" to the District.

The Town of Discovery Bay does not have land use or zoning authority. However, the Town can and does advise the County on decisions related to police and fire services, residential and commercial development and more. The Town works with the County to ensure new development compliments existing properties.

THE COMMUNITY

Discovery Bay was established in the early 1970s as a mostly weekend and summer resort community. Today, Discovery Bay has evolved into a thriving year-round home for over 15,000 residents who enjoy small-town living against the backdrop of over 1,200 miles of Delta waterways. Located just off Highway 4 on the Sacramento/San Joaquin Delta and connected to over one-thousand miles of waterway, as well as the San Francisco Bay, Discovery Bay has evolved into one of Contra Costa County's most sought-after places to live, boasting small-town charm, big-city conveniences, and an easy commute to employment centers in the Bay Area, Pleasanton, and Livermore.



Discovery Bay offers three public and one private K-5 school with one middle school located in nearby Byron. High school students attend Liberty High School in Brentwood. In addition to the myriad of water sports available—fishing, waterskiing, wakeboarding, and the like—other amenities include a full-service marine and yacht harbor with launching and storage facilities, five public parks, and a world class private golf course. Housing options include two new master-planned communities, which are currently approved for development, and gated and non-gated 'off-water' communities in addition to the communities' signature waterfront homes.

The District facilities include a community center, two wastewater treatment plants with a common effluent river discharge, two water treatment plants, six wells, fifteen lift stations, and a water and sewer collection system. In addition, the Town includes a number of parks, some of which are owned by the Town and others remain with the County, but are managed by Town staff.

THE POSITION

Receiving general direction from the General Manager, the Assistant General Manager provides highly responsible and complex management and administrative assistance to the General Manager in coordinating and directing District-wide departmental activities and operations; assists the General Manager in executing the long-term vision for the District in collaboration with the Board of Directors and District managers; provides leadership to all District departments

to enable department managers to effectively and efficiently maximize available resources; ensures provision of services to District customers and community residents; coordinates assigned activities with District departments, officials, outside agencies, consultants, contractors, and the public; and acts as General Manager in his/her absence.



Essential functions of the position include, but are not limited to:

- Contribute to the overall quality of the District's service provision; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Assist in the development, planning, and implementation of goals and objectives related to the overall administrative activities and operations of the District.
- Make presentations to the Board of Directors and a variety of boards and committees; attend and participate in professional group meetings.
- Investigate and prepare reports on specific requests and complaints pertaining to various activities.
- Prepare, review, and present staff reports, various management and information updates, and reports on special projects as assigned by the General Manager.
- Respond to resident complaints and requests for information that cannot be handled at lower staff levels.
- Coordinate and participate in providing responsible staff assistance and professional analysis and advice to the General Manager, Town Counsel, and other Town Standing Committees as assigned; attend Town Board of Director meetings and other public meetings to assist or represent the General Manager.



THE IDEAL CANDIDATE

The District is seeking a visionary leader with an open management style who can provide clear direction and strategic planning for an organization that encourages innovation and ongoing improvements. The ideal candidate will possess seasoned professional judgement and effective communication skills.

An autonomous, empathetic, energetic, and adaptable Assistant General Manager is sought. The ideal candidate will have a collaborative style that empowers and motivates District staff. The new Assistant General Manager will create an environment and vision that employees can rally behind and take on initiatives to make the organization more effective, efficient, and sustainable. Successful candidates will have a background which includes experience in grant writing, human resources, programming for parks and recreation, and complex studies and projects.

The ideal candidate will be an excellent communicator who clearly presents information verbally and in writing to employees, the Governing Board, and the public. They must be able to identify and promptly respond to issues, concerns, and needs of all stakeholders. Candidates who understand the value of establishing and maintaining effective working relationships with co-workers, customers, vendors, Board members, business, education, and community leaders, and the public will be valued.

The typical candidate will have broad knowledge of the operations, services, and activities of a Community Services District; advanced principles and practices of public and local government administration; and current social, political, and economic trends and operating characteristics of Special District government; Government, Board, and local and state legislative processes.

Any combination of training and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be the equivalent to graduation from an accredited four-year college or university with major coursework in public or business administration, finance, or a related field, and seven (7) years of increasingly responsible professional experience in public agency administration of which five (5) years should be in a management capacity.

THE COMPENSATION

The annual salary range for the Assistant General Manager is \$105,668-\$131,964; placement within this range is dependent upon qualifications and experience of the selected candidate. Discovery Bay Community Services District is not a PERS Agency and is not subject to PERS rules. The District offers a benefits package including, but not limited to healthcare, life insurance, and a deferred compensation program.

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

**Filing Deadline:
July 22, 2022**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the Town of Discovery Bay. Candidates will be advised of the status of the recruitment following selection of the Assistant General Manager.

If you have any questions, please do not hesitate to call Gary Phillips at:

(916) 784-9080

