



# JURUPA COMMUNITY SERVICES DISTRICT

INVITES YOUR  
INTEREST IN  
THE POSITION OF

## GENERAL MANAGER



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

## THE COMMUNITY

The City of Jurupa Valley (population 101,315) was incorporated in July 2011 and includes the census-designated places of Glen Avon, Mira Loma, Pedley, Rubidoux, Indian Hills, Jurupa Hills, Riverdale Acres, Sky Country, and Sunnyslope.

The City of Eastvale (population of over 65,000), formerly a census-designated place, was incorporated in October 2010. Roughly ten years prior to its incorporation, Eastvale was a part of the world-famous Chino Dairy area and home to thousands of dairy cattle but only a handful of residents. Today, Eastvale has an ever-growing population of residents and is home to Jurupa Community Services District's parks, the Eastvale Community Center and the Eastvale Trail. Each city offers a variety of recreational and community involvement opportunities, from sports facilities and mixed-use trails to adult education, community festivals, and concerts. Jurupa Valley and Eastvale are both located in Riverside County.

Riverside County offers a growing job base, newly built designer homes and established neighborhoods, and great schools. Communities within the County range in landscape from fertile river valleys and rolling plains to low desert, foothills, and mountains. The broad range of city sizes and cultures allows those seeking to live in the County a number of outstanding choices for a community to call home.

## THE ORGANIZATION

The Jurupa Community Services District is a California Special District formed in 1956 responsible for providing water, wastewater, sewer, street lights, and graffiti abatement services for over 128,000 people. The District also maintains more than 209 acres of parks in Eastvale and is home to Jurupa Community Services District's parks, the Eastvale Community Center, the Eastvale Trail, and maintains over 4 million square feet of frontage landscape. The District serves the City of Jurupa Valley and the City of Eastvale, and its service area encompasses a 40.8 square-mile region of western Riverside County. The District also participates in the Chino Basin Desalter Authority (CDA) and the Western Riverside County Regional Wastewater Authority (WRCRWA); both entities are Joint Power Authorities. The District is also a member of the Appropriative Pool of the Chino Basin Watermaster and participates in the Santa Ana Watershed Project Authority (SAWPA).

The Jurupa Community Services District is governed by an elected five-member Board of Directors. The District employs a full-time staff of 159, a part-time staff

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of 7, approximately 80 part-time Recreation Leaders and a FY 2018/2019 budget of \$72.3 million. The District is divided into the departments of Board/General Manager Services, Engineering and Operations, Finance and Administration, Human Resources, and Parks/Recreation and Community Affairs.

## THE POSITION

Under policy direction of the Board of Directors, the General Manager plans, organizes, coordinates, directs, and administers all District functions and activities; oversees the development and implementation of the District's Strategic Plan; ensures execution and compliance of strategies and tactics consistent with the Strategic Plan; hires key management personnel; and performs related work as assigned. The General Manager is also responsible for policy development; water resources planning and distribution; wastewater collection, treatment, disposal, and reclamation; and fiscal management, administration, and operation of all District functions, programs, and activities.

Essential functions of the position include but are not limited to: Working closely with the Board of Directors, organizations, and appropriate Federal and State agencies regarding District programs; directing the preparation and administration of the annual budget for the District; representing the Board and the District in contacts with various governmental agencies, community groups, and businesses, professional and other organizations; coordinating the preparation and presentation of various agendas, reports, and written materials; directing the development and implementation of management systems, procedures, and standards on a District-wide basis; ensuring the District



is in compliance with all contractual and legal requirements regarding water supply and wastewater treatment and reclamation; directing the selection, supervision, and work evaluation of District staff; executing disciplinary action; and directing the preparation or examination of public and private engineering plans, specifications, designs, cost estimates, and legal descriptions for a variety of construction and maintenance projects.



## THE IDEAL CANDIDATE

The Jurupa Community Services District is seeking a candidate of strong leadership, integrity, and vision to provide direction and mentorship for the staff of the District. The candidate should be willing to delegate, but monitor performance and hold staff accountable, as well as mentor staff. A flexible and approachable individual who embraces an open-door policy would do well in this position. A candidate who is dedicated to staff development, a team environment, and responsible delegation is sought, as is someone who will not shrink from making difficult decisions when necessary. The ideal candidate will possess an innate knowledge and understanding of organizational vision and values, as well as an ability to reinforce and communicate those same visions and values. The General Manager should be someone who understands and values the needs of the community being served and can balance those needs with the overall goals and vision for the District.

The incoming General Manager should be able to provide balanced and informed recommendations to the Board as well as the ability to communicate effectively and comfortably with a broad range of audiences, including staff and members of the general public. The ideal candidate will be comfortable with public visibility and involvement, and enthusiastic about creating and maintaining close regional partnerships. Candidates who will protect the rights and reputation of the District are desired.

The District is seeking a candidate with integrity who is professional, highly ethical, and committed to creating an environment of cooperation, teamwork, and trust throughout the organization; someone who understands the importance of, and makes it a priority to, foster openness, transparency, and accountability throughout the organization. An individual who will provide strong leadership and collaborative management would be well-suited for this

position. A professional demeanor and a proven track record of sound fiscal, technical, and policy development will be expected. A candidate well-versed in water and wastewater issues and operations is desirable.

The selected candidate will have political acumen, a solid grasp of best management practices, and strategic planning experience to be able to lead a diverse staff in various service areas and implement the Board's direction and vision for the District moving forward. The ideal candidate will have proven and extensive knowledge of administrative principles and practices, including goal setting, program and budget development and implementation, and employee supervision; water resources management principles and practices; wastewater collection, treatment, disposal and reclamation principles, methods, and facilities management; applicable laws and regulations affecting District administration; funding sources

impacting service and program development; implementation of complex capital improvement projects and water management plans; and principles and practices of service contract negotiation and administration.

The ideal candidate will possess an innate knowledge and understanding of organizational vision and values, as well as an ability to reinforce and communicate those same visions and values.

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance is qualifying. The typical candidate will possess a Bachelor's degree from an accredited four-year college or university with major coursework in business administration, civil engineering, utility management, or a closely related field.

At least ten (10) years of progressively responsible executive or management experience in the operation and maintenance of a large, complex public utility or municipality is required, including substantial experience in water production and distribution and wastewater collection, treatment, and disposal and/or reclamation. An appropriate advanced degree and experience in working with an elected board or commission are desirable.

## THE COMPENSATION

The annual salary for the General Manager is determined by the Board of Directors and is dependent upon qualifications and experience. The District provides an array of benefits, including:

**PERS** – New Member of CalPERS 2% @ 62 (New members will be required to pay 6.25% of the normal cost). Classic Member of CalPERS 2.7% @ 55 – (Employee pays 3%)

**Social Security** – The District participates in Social Security - (District pays 7.65% and the employee pays 7.65%)

**PERS Health** – Various HMO and PPO plans

**Delta** – Dental (Paid by the District)

**VSP** – Vision (Paid by the District - employee only)

**Employee Assistance Program**

**Short Term Disability** – 66 2/3 benefit

**Long-Term Disability** – Colonial and Aflac

**Life Insurance** – \$50,000 paid by the District - (Voluntary plans available)

**Education** – Paid by the District, per the Personnel Manual

**Flexible Spending Account (FSA) Plan** – After 6 months of employment, employees may participate in the Section 125 Cafeteria Program

**Deferred Comp** – Offered by the District through CalPERS and Nationwide

**Paid Holidays** – 11 days per year, plus 2 floating holidays

**Vacation** – The District provides 2 – 5 weeks per year based on years of service

**Sick Leave** – 12 days per year

## TO APPLY

If you are interested in this outstanding opportunity, please visit our website at [www.bobmurrayassoc.com](http://www.bobmurrayassoc.com) to apply online.

**Filing deadline:  
February 15, 2019**

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 & 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 Jurupa Community Services District. Candidates will be advised of the status of the recruitment following selection of the General Manager.

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

(916) 784-9080

