

**GENERAL
MANAGER**



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

THE ORGANIZATION

The mission of Sweetwater Authority (Authority) is to provide its current and future customers with a safe and reliable water supply through the use of the best available technology, sound management practices, public participation, and a balanced approach to human and environmental needs.

With headquarters in Chula Vista, located in Southern California, the Authority provides water service (since 1977) to approximately 190,000 people in a 32 square-mile service area.

The Authority is a publicly-owned water agency with policies and procedures established by a 7-member Board of Directors. The Authority governing board is composed of five directors elected by division by the citizens of the South Bay Irrigation District (SBID) and two directors appointed by the Mayor of National City, subject to City Council Confirmation. Delivered to customers via 388 miles of pipeline, water is procured from four (4) sources:

- Deep freshwater wells located in National City
- Capture of local runoff in the Sweetwater River with subsequent storage at Loveland Reservoir in Alpine, and Sweetwater Reservoir in Spring Valley
- San Diego Formation Wells in the lower Sweetwater River basin
- Purchase of imported water delivered by the San Diego County Water Authority and the Metropolitan Water District

THE COMMUNITY

The Authority's service area covers the Cities of National City, portions of the City of Chula Vista, and portions of the unincorporated County of San Diego including Bonita and Lincoln Acres—all part of the South Bay, in southwestern San Diego County. Its boundaries are generally the San Diego Bay and City of Coronado to the west, south San Diego, and Interstate 8 to the east.

The region is served by four school districts with approximately fourteen high schools, fourteen middle schools, and numerous elementary schools. Charter and private schools are also available. Located in Chula Vista is Southwestern College, a two-year community college and feeder school to University of California, San Diego and San Diego State University.

Known as the gateway to Baja California, this area offers a number of exciting attractions and recreation including Aquatica SeaWorld's Waterpark, the Chula Vista



Elite Athlete Training Center (formerly the US Olympic Training Center), the Sleep Train Amphitheater, the Bayshore Bikeway, Silver Strand State Beach, and the San Diego National Wildlife Refuge. South Bay is also home to the CBX Cross Border Xpress, the bi-national connection between San Diego and Tijuana.

South Bay has a strong military presence; its three-mile port area along the San Diego Bay is part of Naval Base San Diego, the largest U.S. Naval base on the west coast.

THE POSITION

Appointed by and reporting to the Board of Directors, the General Manager is responsible for the functional supervision for overall Authority operations and personnel, administrative direction to the Assistant General Manager, Board Secretary, and Administrative Assistant, and general or administrative direction to department heads.

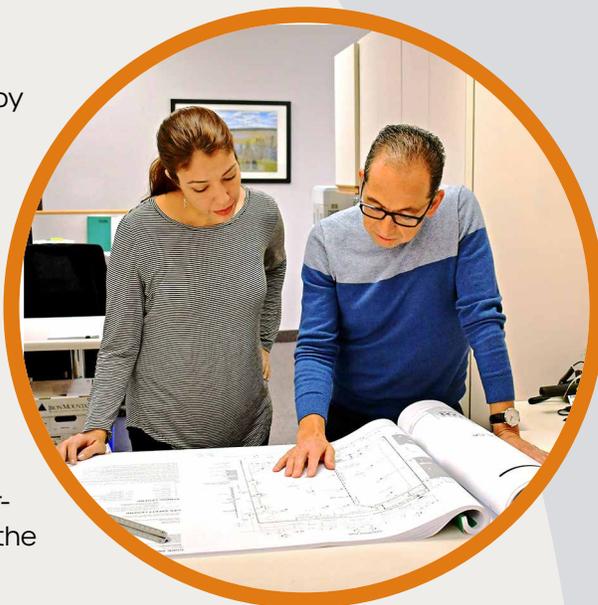
Essential functions of the position include, but are not limited to:

- Direct and participate in the development and implementation of goals, objectives, and policies and procedures for the Authority and SBID.
- Provide a comprehensive program of staff and technical assistance to the Authority and SBID Boards; attending Authority and SBID meetings as required.
- Confer with and advise department heads and supervisory subordinates on problems related to the operation, design, and construction of water works systems, and the interpretation and enforcement of Authority policies and priorities.
- Review engineering reports, budget estimates, and proposed



programs submitted by others and make recommendations as required.

- Direct and participate in the preparation of the Authority's short- and long-term financing programs, capital improvement program, strategic plan, and budget.
- Provide for contract services; ensure proper performance of obligations to the Authority.
- Oversee selection, training, professional development, and work evaluation of staff.
- Direct and prepare a variety of correspondence, reports, policies, procedures, and other written materials.
- Respond to and resolve difficult resident inquiries and complaints.
- Supervise and participate in the preparation and administration of the budgets, and presentations to the Boards.
- As directed by the Board, coordinate Authority activities with state, local, public, and private agencies.



THE IDEAL CANDIDATE

The governing board of the Authority is seeking a visionary General Manager with an open and collaborative management style. The ideal candidate will provide clear direction and strategic planning for the Authority. A proven history of encouraging innovation and promoting ongoing business process improvements will be valued in the selected candidate. The ideal candidate will possess a broad knowledge of business and public operations, expertise in California water issues, seasoned professional judgement, and superior communication skills.

The incoming General Manager will have a collaborative style that allows for building and maintaining relationships with local, state, and regional agencies, as well as community stakeholders and customers. The successful candidate will be politically astute, yet apolitical. Building trust with the Authority's Board and customers will be an important part of the next General Manager's job. The General Manager will be a strong advocate for the Authority. An honest, ethical, open, and respectful individual is sought. The incoming General Manager will successfully motivate staff and lead by example. The ideal candidate is a skilled leader who is capable of completing a multitude of tasks while accomplishing the goals of the Authority. A candidate known for effective communication and



transparency across a wide range of audiences will do well in this position. It is expected that the selected candidate will be comfortable with public speaking and making presentations to elected bodies and the community at large.

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. The typical candidate will possess a Bachelor's degree from an accredited four-year college or university with major coursework in public or business administration, finance, engineering, or a closely related field and ten (10) years of progressively responsible management and administrative experience in an organization similar to the Authority, including at least five (5) years of progressively responsible management or supervisory experience and working with elected officials, and knowledgeable in water management, distribution, and regulatory compliance; a Master's degree in a closely related field is highly desirable.

THE COMPENSATION

The monthly salary range for the General Manager is dependent upon the qualifications and experience of the selected individual. The Authority offers a competitive benefits package, which includes:

Health Insurance – The Authority offers an Aetna HMO and a Kaiser plan for all full-time employees and their dependents. The premium paid by the employee depends on the plan with a maximum of \$35 per pay period.

Vision, Dental, and Orthodontic Insurance – Premiums are 100%

paid by the Authority for employee and dependents.

Life Insurance – Premiums are 100% paid by the Authority for employee. Optional dependent life insurance is offered at the employee's expense.

Employee Assistance Program (EAP) – EAP offers counseling services, and work/life resources that include help with family law, financial counseling, and health and wellness issues. An expanded work/life benefit is designed to assist employees with child and elder care responsibilities.

Retirement – CalPERS 2.5% @ 55 formula for Classic Members; 2.0% @ 62 formula for members enrolled after 1/1/13. PARS 401(a)– the Authority shall pay the equivalent of 3 days base pay into eligible employee's PARS 401(a) plan per year.

Deferred Compensation – The Authority will match employee contributions to a qualified 457 (Lincoln, National, and CalPERS) plan up to \$1,500. The Authority's matching contribution shall be made to the employee's PARS 401(a) plan.

Retiree Healthcare – At age 55, with 15 years of service, the Authority pays \$700/month toward retiree health benefits. 10-15 years of service qualify for pro-rated monthly payments.

Short-Term Disability – Premiums are 100% paid by the Authority.

Long-Term Disability – Premiums are 100% paid by the Authority.

Paid Time Off (PTO) – PTO is provided in lieu of traditional vacation and sick leave benefits. PTO is accrued starting at 18 work days per year for 0-2 years of service, up to 31 work days per year after 16 years of service. Employees with 17-20 years of service earn one additional day per year to a maximum benefit of 35 work days per year.

Floating Holidays – Forty-eight (48) hours annually.

Tuition Reimbursement – Reimbursement up to \$4,500 per year based on the degree program.

Computer Loans – Interest-free loans up to \$2,500 are available for the purchase of computers, hardware, software, or upgrades of personal computers.

TO APPLY

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

www.bobmurrayassoc.com

Filing Deadline:

June 4, 2021

Following the closing date, applications and 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 Sweetwater Authority. 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

