



**ASSISTANT  
GENERAL  
MANAGER**



## THE COMMUNITY

The South Bay is a region in the southwest peninsula of Los Angeles County, California. Its name stems from the fact that it stretches along the southern shores of the Santa Monica Bay, which forms its western border. The South Bay region is rich with diversity, changing terrain, urban culture, and economic opportunity.

Arts, culture, and recreation are prominent in the South Bay, beginning with various downtown cultural centers, concert halls, parks, playgrounds, beaches, and amusement parks. Cultural opportunities are found throughout the hundreds of neighborhoods that make up the South Bay, with more than 200 live theatre venues, an impressive number of museums with world-class art collections, and numerous ethnic and cultural organizations. Carnival Cruise Lines operates a cruise ship terminal nearby in Long Beach. Nearby attractions and recreational opportunities include the Queen Mary, Catalina Island, Disneyland, Knott's Berry Farm, and Universal Studios. Sports enthusiasts will enjoy having access to a multitude of professional sports franchises, including the Los Angeles Dodgers, Lakers, Clippers, and Kings, and the Anaheim Angels and Mighty Ducks are also close by. The South Bay's economic base is diverse but is heavily reliant on the aerospace industry. A variety of industries have made South Bay their home, including aircraft, aircraft equipment, aluminum, dental equipment, games and toys, gas transmissions, guided missiles, space vehicles, propulsion units, and women's apparel. The South Bay's industries have access to the nation's largest volume port complex and are supported by world-class education and research institutions, such as UCLA, USC, CSU Los Angeles, CSU Northridge, and Occidental College.

## THE DISTRICT

The West Basin Municipal Water District (West Basin) serves a population of nearly a million people living within 17 cities in the South Bay, as well as unincorporated areas of Los Angeles County.

Those cities include Carson, Culver City, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lomita, Malibu, Manhattan Beach, Palos Verdes Estates, Rancho



Palos Verdes, Redondo Beach, Rolling Hills, Rolling Hills Estates, West Hollywood, and the unincorporated areas of Los Angeles County. West Basin has a total staff of 50 Full-Time Equivalent's and an annual budget of \$223.8 million.

Established in 1947, West Basin ensures the South Bay region has a safe and reliable supply of drinking water for current and future needs. Due to over-pumping of the groundwater basins in the 1940's, it was determined that a special district was required. A year after being formed, West Basin became a member agency of the Metropolitan Water District of Southern California (MWD), an agency providing the region with imported water.

West Basin purchases imported water from MWD and wholesales the imported water to cities, mutual water companies, investor-owned utilities, and private companies in southwest Los Angeles County. Imported water is transported through the expansive Colorado River Aqueduct system and from Northern California through the State Water Project. To protect against seawater intrusion, West Basin provides its high-quality recycled water for injection into the South Bay's groundwater basin. West Basin recycled water can also be used for irrigation, commercial sites, and industrial processes.

Located in El Segundo, the Edward C. Little Water Recycling Facility is the largest treatment facility of its type in the country and currently provides approximately 11 billion gallons of water annually to nearly 450 connections in the South Bay area. West Basin has received numerous recognitions honoring its accomplishments and has the only facility in the nation producing five "fit-for-purpose" types of recycled water. The facility's visitor center is also home to a nationally recognized, award-winning youth program with interactive exhibits that promote active learning. West Basin is a national leader in the use of membrane filtration and desalination, looking to expand recycled water use and groundwater replenishment in the region. West Basin is also currently evaluating the potential construction of a full-scale 20 mgd ocean desalination plant in El Segundo, California.

West Basin is an award-winning agency: In 2007, the District received the prestigious Public Water Agency of the Year award from Global Water Intelligence, a leading publisher connecting the international water industry. With this accolade, West Basin received global recognition for being a public sector organization making exceptional contributions to meeting the challenges of water supply and ranked among a select group of international agencies which include the Ministry of Water and Electricity in Saudi Arabia, Acuamed in Spain, and Western Australia Water.

Learn more about the West Basin Municipal Water District using the links below:

- [Tour of West Basin's Edward C. Little Water Recycling Facility](#)
- [West Basin Celebrates 75 Years of Water Reliability](#)

## THE POSITION

West Basin is seeking a highly skilled and experienced candidate to fulfill the role of Assistant General Manager and, under general administrative direction, advise the General Manager in the development, implementation, and evaluation of short- and long-term District goals, objectives, plans, programs, projects, policies, and systems focused on achieving the District's mission, strategic plan, and Board priorities.

The Assistant General Manager is an executive-level manager position. The incumbent will direct staff activities, analyze functions, make operational decisions, and implement policy directives from the General Manager and Board of Directors.





The work of this role requires knowledge of all District operations and is accomplished within a broad framework, with sole authority and responsibility for given functional areas of service. This position will directly supervise assigned functions of the District, and perform responsible and complex administrative work which includes directing or conducting special projects; coordinating activities with other District officials, departments, outside agencies, organizations, and the public. This position will also provide responsible and complex staff support to the General Manager, Board of Directors, and department heads, and will serve as acting General Manager as required. Other responsibilities include but are not limited to the following:



- Managing the development and implementation of District-wide goals, objectives, policies, and priorities for each assigned service area; participating in long-range planning activities; monitoring progress toward achievements including providing regular reports to the General Manager and the Board of Directors; and recommending and administering policies and procedures.
- Establishing, within District policy, appropriate service, and staffing levels for assigned functions; monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; and allocating resources accordingly.
- Assessing and monitoring workload, administrative and support systems, and internal reporting relationships for assigned areas of responsibility; identifying opportunities for improvement; and directing and implementing changes.
- Selecting, training, motivating, and evaluating assigned personnel; providing or coordinating staff training; working with employees to correct deficiencies; and implementing discipline and termination procedures.
- Representing the District and assigned departments to other departments, elected officials, the public, and outside agencies as assigned; and coordinating assigned activities with those of other departments and divisions and with outside agencies and organizations.
- Overseeing and participating in the development and administration of the budget for assigned functional areas; approving the forecast of funds needed for staffing, equipment, materials, and supplies; approving expenditures and implementing budgetary adjustments as appropriate and necessary.
- Participating in the preparation of the District's annual budget; and coordinating budget reporting and financial reporting with the District's Executive Manager of Finance.

## THE IDEAL CANDIDATE

West Basin is seeking a strong leader with excellent interpersonal skills, political acumen, and a strong technical background to serve as the next Assistant General Manager.

The ideal candidate has a strong track record in customer service and is familiar with current developments that impact water resources. An individual who can analyze problems, identify alternate solutions, project consequences of proposed actions, and provide recommendations in support of goals, is desired. Candidates with the ability to participate in the development and administration of District-wide goals, objectives, work



standards, internal controls, and methods for evaluating achievement and performance levels will be successful.

The incoming Assistant General Manager must also have a thorough understanding of the principles and practices of operations, services, and activities of a water district; and advanced principles and practices of public and local government administration. The ideal candidate must have knowledge of fiscal and strategic planning; methods of analyzing, evaluating, and modifying administrative procedures; and the principles and practices of finance and budget preparation and administration. The successful candidate will have excellent communication skills both written and oral.

Qualified candidates possess a Bachelor's degree in civil engineering, public administration, business administration, civil administration, political science, or a closely related field from an accredited college or university and ten (10) of increasingly responsible experience in the water industry, including five (5) years of management and administrative responsibility. Possession of a valid California Driver's License is to be maintained throughout employment. A Master's degree is highly desired.

## COMPENSATION

The annual salary range for the Assistant General Manager is \$200,047 - \$275,056. Placement within this range will be dependent on experience and qualifications. West Basin also offers an attractive benefits package including:

### RETIREMENT

**California Public Employees' Retirement System (CalPERS):** An employee who becomes a "new" member of CalPERS for the first time on or after January 1, 2013 (and who was not a member of another California public retirement system prior to that date) will be enrolled in the CalPERS 2% @ 62 benefit formula (with Social Security) with three-year final compensation in accordance with the Public Employees' Pension Reform Act of 2013 (PEPRA). New members will be required to pay at least 50% of the normal retirement cost [Govt. Code Section. 7522.30(c)].

An employee who is a "classic" member of CalPERS or an agency with CalPERS reciprocity, or who has less than a

six-month break in service between employment in a CalPERS (or reciprocal) agency and employment with West Basin, will be enrolled in the 3% @ 60 benefit formula with Social Security.

#### **TIER I (Classic Member):**

- The retirement formula computed at age 60 = 3% x years of service x final compensation. For retirement earlier than age 60, the percentage is reduced by each quarter year of age to a minimum of 2% at age 50. Employees are eligible to retire at age 50 with five years of service credit.

#### **TIER II (New Member):**

- The retirement formula computed at age 62 = 2% x years of service x three-year final compensation. For retirement earlier than age 62, the percentage is reduced by each quarter year of age to a minimum of 1% at age 52. Employees are eligible to retire at age 52 with five years of service credit.

#### **HEALTH BENEFITS**

Medical and Dental Insurance premiums are fully paid by the District.

- Choice of Anthem Blue Cross PPO, Anthem California Care HMO, or Kaiser HMO plans.
- Delta Dental PPO plan.
- Eligible domestic partners and dependents may be covered.
- Eligible health expenses may be reimbursed up to \$4,000 per year for employee.
- \$8,000 for employee and dependent, and \$12,000 for family coverage.

#### **RETIREE HEALTH COVERAGE**

Employees who retire with CalPERS and are enrolled in the health plan upon separation from the District are eligible to receive the same health benefits as active employees if:

- The employee is age 55 or above with ten years of full-time consecutive District service; or
- The employee has five years of full-time consecutive District service and his/her age plus CalPERS service (or CalPERS reciprocal service) equals 75 or above.

#### **LIFE INSURANCE**

The District provides term life insurance equivalent to two times the annual salary up to \$150,000 including Accidental Death & Dismemberment (AD&D).

#### **DEFERRED COMPENSATION**

- The District offers CalPERS 457 Deferred Compensation and Roth 457 Option plans.
- Employees may contribute up to the maximum amount per IRS regulations for the current calendar year on a pre-tax or post-tax basis.
- Employees age 50 or older may contribute up to the maximum amount per IRS regulations for the current calendar year.
- Additional "catch-up" contributions are allowed for employees age 50 or older or within three years of retirement.
- The District does not match employee contributions.
- The District offers a CalPERS 457 Loan Program option wherein employees may take out a loan against their 457 Plan contributions upon meeting eligibility guidelines.

#### **HOLIDAYS**

The District provides fifteen paid holidays annually. Fourteen holidays are scheduled and one holiday is a floating personal day off.

#### **VACATION LEAVE**

Vacation leave is earned each pay period in paid status. The maximum accrual is equivalent to two years accrual plus 10 days. Vacation leave is earned at the following annual rates:

0 - 5 years of service	80 hours <i>(Maximum accrual is 240 hours)</i>
6 - 10 years of service	120 hours <i>(Maximum accrual is 320 hours)</i>
11 - 12 years of service	128 hours <i>(Maximum accrual is 336 hours)</i>
13 - 14 years of service	136 hours <i>(Maximum accrual is 352 hours)</i>
15 or more years of service	160 hours <i>(Maximum accrual is 400 hours)</i>

#### **TO APPLY**

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

**[www.bobmurrayassoc.com](http://www.bobmurrayassoc.com)**

**Filing Deadline:  
February 20, 2024**

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 West Basin. Candidates will be advised of the status of the recruitment following the selection of the Assistant General Manager.

If you have questions about the position, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080



**BOB MURRAY  
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