



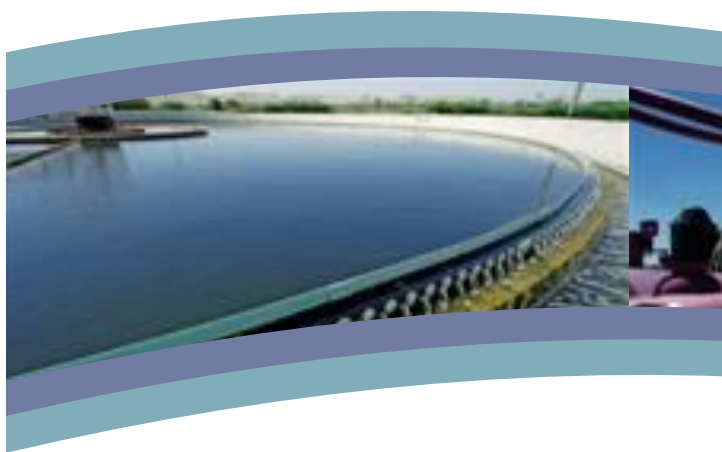
*Invites Applications for the Position of*

# *Executive Manager of Operations/ Assistant General Manager*



*Open Until Filled; 1st Review on 3/14/16*

# Executive Manager of Operations/Assistant General Manager



## About IEUA

Inland Empire Utilities Agency (IEUA/Agency) is a regional wastewater treatment agency and wholesale distributor of imported water. Today, the Agency is responsible for serving approximately 830,000 people over 242 square miles in western San Bernardino County. The Agency is focused on providing three key services: (1) treating wastewater, developing recycled water, local water resources, and conservation programs to reduce the region's dependence on imported water supplies and drought-proof the service area; (2) converting biosolids and waste products into a high-quality compost made from recycled materials; and (3) generating electrical energy from renewable sources.

## The Position

Reporting directly to the General Manager, this **at-will** position is a key member of the Executive Management Team, responsible for directing the activities of the Operations Division including the operations and maintenance of Agency water reclamation plants and Joint Powers Authority facilities including Chino Desalter Authority (CDA), the Inland Empire Regional Composting Authority (IERCA) and Groundwater Recharge (GWR) basins. The Operations Division has a staff of 139 FTEs with an annual budget of \$50 million. The incumbent will be responsible for the planning and execution of Division programs and projects for capital programs, system upgrades, infrastructure improvements, and operations.

## The Ideal Candidate

This is a unique opportunity for the right incumbent to help take an already high-performing division to even higher levels of excellence. The ideal candidate will have strong knowledge of water/wastewater related issues and be technically strong with proven management skills. Exceptional problem solving skills are needed as is the ability to embrace challenges with enthusiasm, innovation and creativity. He/she will be a strategic thinker with the ability to see the big picture, create positive change, inspire and motivate staff. Effective oral, written and presentation skills are critical to the position.

The successful candidate will have **ten years** of increasingly responsible experience managing the operations or maintenance functions in a wastewater or water treatment agency - **including** five years of management responsibilities. A Bachelor's degree with major course work in business or

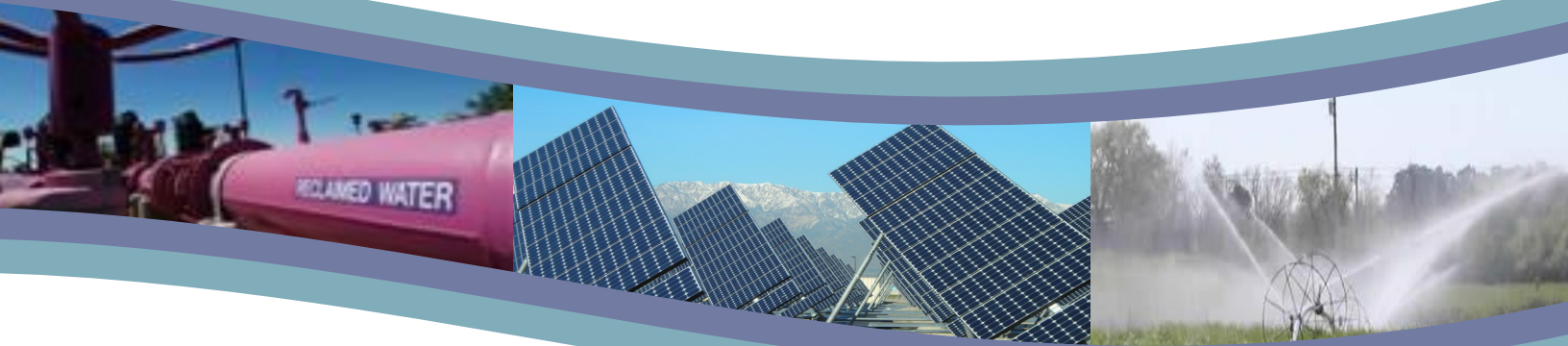
public administration, life sciences, engineering or a closely related field is required. A Master's Degree and registration by the State of California as a Professional Engineer is highly desirable.

## Essential Duties

Incumbent is responsible for managing a wide variety of functions, programs and staff engaged in the operational and maintenance activities associated with Agency-operated facilities, including water/wastewater treatment plants, GWR basins, recycled water system, collection system and compost plant, and the predictive, preventive and corrective maintenance programs.

Major responsibilities of the position include:

- Assume full management responsibility for all finance and budget services and activities including cash management, budget management, debt management, and internal control management including all services and activities of the Fiscal Management and Financial Planning Departments.
- Plans, organizes, controls, integrates and evaluates the work of the division; with managers and staff, develops, implements and monitors work plans to achieve goals and objectives; develops and monitors performance against the annual division budget; manages and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
- Oversees the performance of division staff; interviews and selects new staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; hears and makes recommendations on grievances; subject to General Manager concurrence, approves or takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Agency human resources policies and labor contract agreements.
- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work



environment that supports achieving the division's and the Agency's mission, objectives and values regarding teamwork, mutual trust and respect; applies process improvement and quality management principles to assigned areas of responsibility.

- Formulates and implements division policy, plans and strategies; leads and directs staff and outside consulting resources in the development and application of new methods and processes to achieve higher efficiency, quality and innovation in division work processes.
- Through subordinate managers, directs the operations and maintenance of Agency-operated facilities, including water/wastewater treatment plants, GWR basins, recycled water system, collection system and compost plant; directs the development and achievement of the Agency's treatment standards and goals through the effective operation and maintenance of facilities and equipment; evaluates the impact of new regulations on treatment processes; plans, manages and monitors the implementation of modifications in treatment protocols to ensure regulatory compliance and product quality; directs response to and recovery of service during emergencies.
- Through subordinate managers, directs the development, maintenance and security of the Agency's wired and wireless networks, telecommunications systems, Supervisory Control and Data Acquisition (SCADA) system, hardware, software and other information technology activities.
- Through subordinate managers, directs the operation and maintenance of Joint Powers Authority facilities and equipment; represents the Agency at meetings with Agency partners and represents the Agency in the resolution of complex partnership issues.
- Directs and coordinates the preparation of analyses and recommendations regarding policy issues and long-range plans to address Agency capital infrastructure and service needs; advises the General Manager regarding programs and projects to meet regional and member agency needs; advises and assists the General Manager in identifying, articulating and implementing a variety of programs.

- Interprets direction and assignments from the General Manager and board of directors; interprets Agency rules/policies and applicable laws and regulations to ensure compliance within assigned areas of accountability.
- Participates in major negotiations with contractors, consultants, vendors and other public agencies.
- May act for the General Manager in the GM's absence.

## *Compensation Package & Benefits*

The salary range for the Executive Manager of Operations/ Assistant General Manager is \$165,878 to \$202,107 annually, DOQ. A **3.5% COLA** will be effective on July 1, 2016. In addition, the Agency offers an attractive benefit package that includes a 4/10 work schedule and the following fringe benefits:

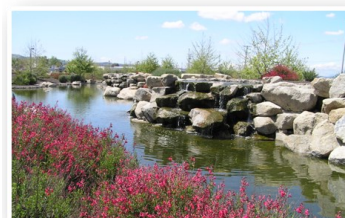
**RETIREMENT** – Classic Members: CalPERS 2% at 55 benefit formula. New Members: 2% at 62 benefit formula. Additionally, the Agency also participates in Social Security.

**HEALTH INSURANCE** – The Agency contributes a minimum of \$786/mo. for employee only coverage and up \$1,297/mo. for employees with dependents. Opt-out option available.

**VEHICLE ALLOWANCE** - \$500 per month

**LIFE INSURANCE** – Equal to annual salary up to \$300,000

**HOLIDAYS AND LEAVE TIME** - 9 holidays, 6 days floating holiday time, and 6 executive leave days per fiscal year. 80 hours vacation and 96 of sick leave are accrued per calendar year.





## To Apply

First review of applications begins **Monday, March 14, 2016**.  
Please **apply on-line** at [www.ieua.org/employment opportunities](http://www.ieua.org/employmentopportunities).

For questions or inquiries, please contact:

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## Recruitment Timeline

The following is a **tentative** schedule, assuming an adequate number of qualified candidates apply:

**Application Review**  
**Interviews**  
**Final Selection**  
**Start Date**

Mid to late March  
April/May  
May/June  
July 2016

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AA/EOE – It is the policy of the Inland Empire Utilities Agency to assure equal employment opportunity to all persons regardless of sex, race, color, religion, national origin, age, ancestry, physical or mental disability, genetics, marital status, sexual orientation, or veteran status. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

