



ASSISTANT GENERAL MANAGER



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

THE COMMUNITY & DISTRICT

Just 17 miles northeast of Sacramento on the north bank of the American River, lies the suburb of Fair Oaks. The area was first developed in 1895 with early colonists applying their skills, energy, and capital to the development of the new town while enjoying its natural beauty. The area offers many schools, parks, and shopping amenities, and is close in proximity to all the Sacramento region has to offer.

The Fair Oaks Water District (FOWD) was organized on March 26, 1917, as the Fair Oaks Irrigation District under the provisions of Division 11 of the California Water Code. In 1979 the District formally changed its name to the Fair Oaks Water District, even though it legally remains an irrigation District. FOWD is a fee-for-service special district that receives no tax money. The District is committed to providing the community with an adequate and reliable supply of water, exceeding all drinking water standards, at the lowest reasonable cost.

FOWD currently purchases surface water from the San Juan Water District as treated water and delivers this water to approximately 14,000 residential and non-residential service connections through 180 miles of pipe. The balance of FOWD's water is supplied by six wells and one three-million-gallon water storage tank. The District serves a population of approximately 39,000 on more than 6,000 acres in the northeastern section of Sacramento County.

The FOWD is governed by five board members. The board members are publicly elected to four-year staggered terms representing geographical divisions. The Board of Directors meets on the third Monday of every month to make business decisions about District-related issues and policies. The District has 32 regular full-time employees. The Board of Directors, Management Team, and Employees are proud of the following financial facts. The District has:

- Lowest water rates in the Sacramento Region.
- No issued debt.
- Approximately \$10 million in reserve.
- Invested approximately 45 cents of every ratepayer dollar on capital investments for the past 18 years.

Culture is extremely important at the FOWD. District leadership will make every reasonable effort to consistently provide a pleasant work experience. In addition, the FOWD management team values all employees and commits to always



attempting to treat individual employees in a fair and reasonable manner – while understanding that it does not require a unique skill or particular talent for an employee to provide their best effort or to work hard. FOWD is committed to Exceeding Customer Expectations, Maximizing Long-Term Value to Ratepayers, Providing Opportunities for Employees, and Pursuing Mutual Objectives with Communities Served. The goal of all Fair Oaks Water District employees is to provide excellent internal and external customer service. The District continually strives to work in the community's interest, modeling integrity, honesty, dependability, enthusiasm, and professionalism.

THE POSITION

The Assistant General Manager, under the direction of the General Manager, is responsible for planning, organizing, and managing the day-to-day operations, engineering, planning, maintenance, and construction functions of the Fair Oaks Water District. This position is responsible for supervision and quality of work performed by FOWD personnel, consultants, and contractors, and assists with implementing Board policies and programs. Essential duties include but are not limited to:

- Ensuring the proper planning, designing, budgeting, scheduling, and construction of operations and maintenance projects.
- Providing oversight to the preparation and implementation of the FOWD's Capital Improvement Program and any other engineering activities.
- Supporting the development of the annual budget and overseeing conformity and compliance with District policy.
- Serving as the FOWD's Chief Water Distribution and Water Treatment Operator.



- Reviewing requests for expenditures and approving payment of invoices.
- Reviewing legislation and providing advice and consultation to the General Manager.
- Managing and overseeing risk management and facility operation functions for the FOWD in coordination with the Operations and Technical Services Managers.
- Approving timecards, overtime, and vacation requests; assisting with employer/employee relations and classification/compensation studies; formally evaluating the work and performance of personnel; and recommending salary adjustments to the General Manager.
- Evaluating the adequacy and efficient use of equipment and materials for the FOWD; making recommendations for adjustments as required.
- Responding to emergency situations and difficult customer complaints.
- Preparing necessary reports, keeping complete and accurate records.

The Assistant General Manager will assist in representing the FOWD in meetings with State, Federal, and local agencies, serving on technical committees with representatives of other agencies, and by attending FOWD Board and Committee meetings.

THE IDEAL CANDIDATE

The FOWD is seeking a collaborative and team-oriented candidate with proven technical experience to serve as the new Assistant General Manager. The ideal candidate is a working manager with excellent leadership skills. A candidate that values culture and understands the importance of treating others with respect and grace is essential.

The incoming Assistant General Manager must have the ability to maximize operational efficiencies while meeting established FOWD goals.

The incoming Assistant General Manager must have a high level of knowledge related to the management, planning, design, and operation of public water infrastructure.

The incoming Assistant General Manager must have a proven ability to work well with consulting teams and vendors supporting the FOWD.

In general, the FOWD is seeking a candidate with a “roll up their sleeves” attitude towards work with the ability to establish and maintain cooperative working relationships with FOWD stakeholders.



While any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job duties, qualified candidates would typically possess the following:

- Bachelor's degree in engineering from an accredited university and completion of business administration training.
- Eight (8) years of professional engineering and business administration experience, four (4) of which can be documented in a management or supervisory capacity.
- Ability to obtain Certification from the State of California as both a Water Distribution and Water Treatment Operator.

COMPENSATION

The annual salary range for the Assistant General Manager is \$137,000 to \$195,000. Placement within this range is dependent on experience and qualifications. The FOWD also offers a generous benefits package including:

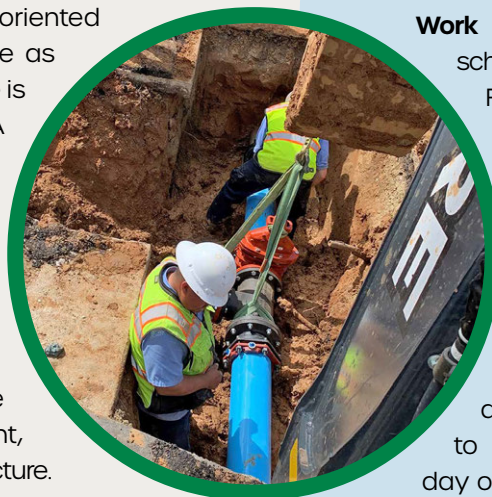
Work Schedule – 9/80 work schedule with every other Friday off.

Cost of Living Adjustment – 0-4% in January of each year.

Health Benefits –

Monthly premium for plans 100% paid by FOWD for the employee and dependents. Eligible to begin plans on the 1st day of the month following 30 days of employment.

- Medical: Anthem Blue Cross HMO, Kaiser, or Anthem Blue Cross PPO
- Dental: Delta Dental PPO
- Vision: Vision Service Plan
- EAP: Anthem EAP



- Standard STD/LTD
- Life Insurance: 1X annual salary

Retirement - CalPERS. Employee pays the full member premium. Vested member after five years of service.

- CalPERS existing member with less than 6-month separation will qualify as a Classic member; 2% @ 55.
- New CalPERS members will qualify as a PEPR member; 2% @ 62.

Sick Leave - 80 hours per year with no cap. Accrued sick leave can be used to purchase additional service credit with CalPERS at the time of retirement.

Vacation - 0-3 years of service: 80 hours accrued; 3-6 years of service: 120 hours accrued; 6+ years of service: 160 hours accrued.

Administrative Leave - 1-5 years of service: 40 hours accrued; 5+ years of service: 64 hours accrued.

Ten (10) Paid Holidays

One (1) Personal Day Holiday

Other Benefits - 457 Deferred Compensation Plan, Supplemental Life Insurance, AFLAC Supplemental Insurance, and 529E Education Savings Plan.

TO APPLY

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

www.bobmurrayassoc.com

Filing Deadline:

February 18, 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 the Fair Oaks Water District. 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 Mr. Gary Phillips at:

(916) 784-9080

