THE TUOLUMNE UTILITIES DISTRICT & COMMUNITY

The Tuolumne Utilities District (TUD) is a water and wastewater utility serving nearly 44,000 residents in northern California’s Tuolumne County.

The Tuolumne Utilities District service area is located 148 miles east of San Francisco and is nestled in the picturesque and historic central Sierra foothills. TUD was created in July 1992, following approval by Tuolumne County voters to consolidate two existing water agencies. The District provides water and wastewater services throughout much of Tuolumne County and covers a broad range of topography.

TUD operates 14 water treatment plants and over 30 groundwater wells, and delivers treated water to more than 13,800 connections. It also delivers raw water, via an open ditch system, to several smaller water companies and to over 600 agricultural and residential customers.

TUD also owns and operates the county’s largest wastewater collection and treatment system serving over 5,600 connections. Several transmission pipelines take wastewater from the county’s most populated corridors to the regional treatment facility in Sonora. Secondary treated wastewater is used for pastureland irrigation, and is either piped to nearby fields for immediate use or to Quartz Reservoir below Jamestown for storage. The District recycles 100% of all the wastewater that it treats.

TUD is governed by a five-member Board of Directors, elected at large. The District has an operating budget of over $15 million and a current staff of 71 full-time employees.

Details on the District are available upon request and also at the District’s website at http://www.tudwater.com.

Tuolumne County, in the Central Sierra Nevada with its diverse terrain, is the setting for Yosemite National Park, the Stanislaus National Forest, Columbia and Railtown 1897 State Historic Parks, and is composed of a variety of Gold Rush towns like Jamestown, Groveland, and Sonora, the resort community of Twain Harte, and the lumber town of Tuolumne City, all providing a wide array of recreational activities.

The community enjoys a rich culture that includes theatre, arts, antiques, music, dining, youth and adult sports programs, excellent schools and modern healthcare facilities. Skiing, snowboarding, golf, boating, swimming, fishing, camping, hiking, cycling and off-road adventures await.

For more information about living in Tuolumne County, visit the Tuolumne County Chamber of Commerce website and the Tuolumne County Visitors Bureau at http://www.tcchamber.com/living.html and the http://tcvb.com.

Additional information about our area can also be found at the City of Sonora website at http://www.sonoraca.com and the Tuolumne County website at http://www.tuolumnecounty.ca.gov.

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THE TUOLUMNE UTILITIES DISTRICT GENERAL MANAGER

Reporting to and hired by the Board of Directors, the General Manager provides executive leadership and is responsible for planning, organizing, directing and coordinating all services and activities of the District. The General Manager develops policy recommendations for the Board, and oversees the development and implementation of Board approved District goals, objectives, policies and procedures.

The General Manager will be responsible for the daily management and oversight of the District including working closely with the various department and program directors, as well as with other external agencies and stakeholders. Key Department Directors and Managers include the District Engineer, Operations Manager, Finance Director, Human Resources, and Public Relations.

Under general policy guidance from the Board of Directors, the General Manager plans, organizes, directs, administers, reviews and evaluates the activities and operations of the TUD and also acts as principal advisor to the Board.

Other typical duties and responsibilities of the General Manager include:

- Providing leadership in the implementation of Board policies and the development of strategies, business plans, budgets, programs, procedures, long-range plans and administrative and personnel management for the District.
- Planning and evaluating senior management staff performance.
- Providing leadership and working with the TUD staff to develop their skills to the highest potential.
- Hiring and retaining highly competent, customer-service oriented staff.
- Applying day-to-day management practices which support the District’s mission, objectives and values.
- Directing the development of operating and capital budgets for consideration and eventual adoption by the Board.
- Representing the District before external organizations, including other water districts/agencies, governmental and regulatory agencies, private entities, professional and community organizations, citizen boards and commissions, the media, and the general public.
Education and Experience

Education and experience that provide the required knowledge and abilities would be:

- Graduation from an accredited college or university with a bachelor’s degree including major course work in business administration, public administration, civil engineering or related field is required. A master’s degree or other advanced degree in fields such as public/business administration, legal or engineering is desirable.
- Seven years of increasingly responsible experience in a public utility, involving the operation and maintenance of water and sewer systems, including four years in a supervisory capacity.
- The successful candidate must also have or be able to obtain a valid California Driver’s License, have a satisfactory driving record, and be insurable by the District to operate District vehicles.

Knowledge, Skills and Abilities

The successful candidate must have strong management leadership, communication, and interpersonal skills. The ideal person should have and also demonstrate significant expertise/knowledge in:

- General administrative principles and practices including goal setting, strategic planning, implementation of objectives and policies, continuous quality improvement, implementation of program and budget development and contract administration.
- Principles and practices of effective leadership, staffing level evaluation, labor relations, performance improvement metrics, and contract negotiations.
- Regulatory agencies, grant programs and regulations, Federal, State and local laws relating to water and wastewater operations.
- Financial management, including assessment of cash flow, near term cash requirements, debt capacity, and to provide complete and meaningful financial information to the TUD Board of Directors.
- Communications and public relations, and have excellent verbal and written skills.
- An understanding of social, political and environmental issues influencing water supply and distribution, and waste water collection and recycling in California or in another major community/region or state.
- CEQA, the Brown Act, and impacts of Proposition 218.
- Regional, state and national water and wastewater trends, funding sources and legislation.

The TUD Board of Directors identified the following issues and priorities. The successful candidate will be expected to:

- Develop a new strategic plan. The General Manager will provide the leadership in moving the District forward in the completion of a strategic plan.
- Provide effective financial leadership through open communication with the Board on the financial viability of the District by addressing all current and future liabilities of the District.
- Balance the needs of the District and its customers within the challenges of a trying fiscal environment.
- Develop strong community relations through effective communication, transparency and education of the public that enhances the District’s reputation in the community.
- Lead the District to a fiscally solid financial condition, by developing ways to address water and sewer rates through innovation, creative problem solving, and identify new funding opportunities.
- Assure that District business is fiscally transparent to the public.
- Review and develop a plan to address aging infrastructure.
- Work closely with the County, other public entities and other stake-holders to coordinate and address water, sewer and other watershed issues with regards to community growth and District customer’s needs.

The ideal candidate will be an experienced administrator with a background in water and wastewater, or similar utility operations of a comparable size and scope.

The General Manager will have the ability to communicate effectively and work collaboratively with the Board and other local and regional stakeholders.

An ideal candidate will have a proven track record of sound fiscal, technical and personnel management skills.

Strong written and verbal skills are very important as the General Manager presents to the Board and other governing bodies and represents the District to outside interests. An ideal candidate will have a strong customer service ethic and the ability to empower employees while also holding them accountable.

The position requires a motivated leader, who is positive, approachable, and committed to excellence.

The ideal candidate would have an understanding of County, regional and State water issues and trends and the Integrated Regional Water Management (IRWM) collaboration and funding process which includes County, regional, Tribal and State entities.
Professional and Personal Characteristics

In addition to the ability to communicate and work collaboratively with the TUD Board of Directors, the ideal candidate should be able to demonstrate professional and personal characteristics including being:

- A solid leader and role model with a positive presence who demonstrates initiative, is action-oriented, exercises good judgment, treats others with respect, and is open and approachable.
- Confident and self-assured, yet also facilitative rather than confrontational in nature, be able to work well with the Board members, peers and staff, and provide strong, effective, energetic leadership and motivation to others.
- Able to analyze complex technical and administrative problems, evaluate alternative solutions, and adopt effective courses of action while paying attention to both immediate and long term needs.
- Fiscally responsible and prudent, keeping the interests of the District and its customers in mind at all times.
- Supportive and motivating in leadership style, an active listener, and able to communicate effectively in a variety of situations including with staff and the public, and to resolve conflict and negotiate effectively with others.
- Team oriented, communicative, open to suggestions and willing to share credit for accomplishments.
- Able to keep the District Board and management staff advised of new legislation, regulations, issues or problems and opportunities that may affect the TUD.
- Willing and comfortable in developing a strong identification with the community and its unique characteristics.
- A leader who embraces challenge, is accountable, thinks collaboratively; is politically astute and comfortable working in a complex public service organization and the unique characteristics of water resources in California.
- Able to engender trust and credibility, with a high degree of integrity and ethical conduct.
- An excellent communicator and strategist able to make and stand by difficult decisions and articulate those to key stakeholders and the community at large.
- A visionary able to anticipate business financial needs and collaborate with key staff members to address the issues and ensure goals are met.

Retirement Benefits are affiliated with CalPers; Medical Insurance is with PERS Select, PERS Choice or PERS Care (District pays 85% of premium cost for employees and their dependents).
- 100% of the Delta Dental & Vision Service Plan premium is paid for employees and their dependents. A Life Insurance policy is provided at a two times annual salary, subject to a maximum of $300,000, at no cost to the employees.
- The District also pays a contribution of the monthly amount based upon hire date to Retiree Health Insurance.

Details on Long-Term Disability, the Employee Assistance Plan, Sick Leave, Holidays, and Vacation plans, Voluntary Deferred Compensation Plans etc. are available upon request.

COMPENSATION

The salary range for this position is $140,000 - $170,000 and will be dependent upon the qualifications and experience of the selected candidate.

The District also offers an excellent benefits package including paid vacation, holidays, and sick leave, medical, dental, vision, disability and life insurance; voluntary deferred compensation plans, employee assistance plan, social security participation, and a retirement plan.

APPLICATION AND SELECTION PROCEDURE

The final filing date is Monday, June 29, 2015. To be considered for this position, please visit www.cpshr.us/recruitment_current.html and submit a cover letter, list of six work-related references (who will not be contacted without prior notice), indication of current salary and a resume that reflects the size of staff and budgets you have managed as one (1) file. Your resume should indicate both months and years of beginning/ending dates of positions held.

Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the Tuolumne Utilities District. The District will then select candidates to be interviewed by a panel. A final interview process may be scheduled for selected candidates along with extensive reference and background checks. For additional information about this position please contact Frank Rojas.

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The Tuolumne Utilities District is an Equal Opportunity Employer.