



## Memo

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To: Board of Directors  
From: Karl B. Drew  
Date: July 14, 2016  
Subject: Assistant General Manager Job Description

\*\* Confidential \*\*

This is being sent to the full Board of Directors at the suggestion of Ken. I have finally connected with our labor attorney, Brad Neufeld, and attached is a marked-up copy of the revised job description for a Temporary Assistant General Position (AGM) which shows the changes suggested by him.

Following is a summary of the key points he suggested.

- Change the word Interim to Temporary. Interim means to fill-in for a vacant position and we want to convey that it is a temporary position.
- To insure that the position is considered temporary and can be terminated at any time, Brad recommended adding the following language. *"The Temporary Assistant General Manager will serve at the will and pleasure of the General Manager."* At the time a candidate is hired, Brad will generate a temporary employment agreement that includes this language and an expiration date for the position. This will supersede the provisions of the District's Personnel Manual.
- Add a line to the job position expectations, for the AGM to make recommendations on personnel matters, so we can evaluate how the AGM will function in that area.

Again, I am intending to work in unison with the Board in filling this position.

- The dollar amounts associated with the pay range changed due to the 1.8% COLA that was applied to the pay schedule.
- The selection team will be the Ad Hoc Committee, which would consist of two board members and the General Manager. This team would review applications/resumes and conduct interviews of selected applicants.
- The final candidate would be reviewed and approved by the full board of directors.

If you have any comments, please let me know. If I have not received any by the Board meeting, I will proceed with advertising for the position. We had intended to accept applications through August 31, 2016, but with the time that it has taken to have this reviewed, I will push that date out by a couple of weeks.

# Crestline Village Water District

## **Interim-Temporary Assistant General Manager**

(Pay Range: 36-42)

(Currently \$84,385,904 - \$118,955,121,096 Annually)

(\$7,0327,158 - \$9,94310,091 Monthly)

Crestline Village Water District is searching for a suitable individual who will potentially assume the position of General Manager. The Interim-Temporary Assistant General Manager position will serve as a training and evaluation position. The Temporary Assistant General Manager will serve at the will and pleasure of the General Manager. Upon successful demonstration of abilities and knowledge of the District, the Interim-Temporary Assistant General Manager **may** be selected by the Board of Directors to succeed the General Manager when he retires.

The Interim-Temporary Assistant General Manager (AGM) will assist the General Manager (GM) by performing organizational management duties and complex administrative work. The AGM will support the administrative, water distribution operations, personnel, public relations, fiscal and general affairs of the District; act as Secretary to the Board of Directors in the absence of the Secretary to the Board of Directors, provide leadership and direction of the District's policies, programs and transparent culture with employees, the general public, community organizations, elected bodies, state and federal regulators and stakeholders. The AGM will serve as the Interim GM in the absence of the GM.

### **THE POSITION**

- Practice the principles of public administration, including administrative analysis, fiscal planning, risk management, investment, policy and program development
- Administer the laws, rules, ordinances, and legislative processes controlling Special District functions, programs and operations
- Effectively communicate the District's policies and services with individuals, community groups and other government organizations
- Provide oversight of CEQA processes on proposed projects to outside consultant. Manage in-District CEQA processes of minor projects
- Prepare applications and provide oversight of LAFCO proceedings on proposed applications for annexations
- Acquire knowledge of computer hardware systems and software applications related to District management support and administrative functions, including Word and Excel software, QuickBooks, website maintenance, AutoCAD and other software applications as appropriate.
- Provide oversight of all District operational, technical and managerial programs and policies
- Develop technical skills in water system hydraulics, treatment and water quality, metering, SCADA systems and water conservation
- Acquire competence in AutoCAD Software; compile, update and maintain CVWD facility location maps
- Provide oversight for water quality testing and prepare reports for regulatory agencies
- Assist GM in the preparation of the annual budget, making recommendations on final expenditure levels and oversee the annual financial audit
- Practice project cost estimating and contract administration
- Research, prepare applications and administer grants
- Practice public personnel administration principles and employer-employee relations with integrity
- Exercise leadership, authority, and supervision tactfully and positively

# Crestline Village Water District

- Monitor employee certification, training, and safety programs
- Make recommendations for disciplinary actions, promotions and merit increases to the General Manager
- Establish and maintain respectful, cooperative working relationships with co-workers, the Board, outside agencies, and the public.

## **As Acting Secretary to the Board of Directors:**

- Serve as the Secretary to the District Board of Directors in the absence of the Secretary to the Board of Directors, gather, and organize a variety of information, studies and prepare reports for the Board
- Compile, prepare and distribute the Board meeting agenda
- Be responsible for public posting and legal notice publishing, as required
- Attend Board meetings, develop and maintain Minutes, Resolutions and actions as necessary.

## **DESIRABLE QUALIFICATIONS**

**Experience:** Broad and extensive work experience in a management or administrative position in a public agency, water, or public utility requiring the responsibility for the formulation and implementation of programs, budgets, and administrative operations with at least five years of the experience in a management capacity.

**Education:** A degree in Business Administration, Engineering, Planning, Water Management, or closely related field is highly desirable.

**Other:** The successful candidate must have or be able to obtain the following:

- A valid California Driver's License.
- State Water Certifications: Distribution II and Treatment I

## **COMPENSATION AND BENEFITS**

The beginning annual salary range for this position is ~~\$84,385~~\$85,904 to ~~\$118,955~~\$121,096, and will be dependent upon qualifications and experience of the selected candidate.

Crestline Village Water District offers a comprehensive competitive benefits package including:

- Defined Benefit Retirement Plan; the District contracts with CalPERS for retirement benefits:
  - Classic members: 2.5% at age 55
  - PEPRA Members: 2% at age 62 - if new to CalPERS
- The District does not participate in Social Security
- The following Health Insurance plans are 100% paid by the District for employee and dependents up to a maximum monthly benefit amount of \$1,411.
  - Medical Health Insurance: ACWA-JPIA medical plan
  - Delta Dental and Vision Service Plan premiums
- 457 Plan available for Employee pre-tax contribution
- Paid-Time-Off (PTO) for Vacation and Sick Leave
- 10 Paid Holiday