

Water Director





THE COMMUNITY

Located just 55 miles north of San Francisco and 30 miles east of the Pacific Ocean, the City of Santa Rosa (pop. 175,155) is the county seat of Sonoma County and the center of trade, government, commerce, and medical facilities for the North Bay Area. Encompassing 41.5 square miles in the heart of Sonoma County's wine country, Santa Rosa is also close to more than 400 wineries and is home to all the elements that create a unique and vibrant community.

Santa Rosa's picturesque location and Mediterranean climate make it ideal for outdoor recreation. Hot air ballooning and river sports are popular attractions, and the City boasts many beautiful parks and proximity to golf courses. Known as one of the top cycling destinations in the world, Santa Rosa has hosted a stage, start, or finish of the Amgen Tour of California for eight of the thirteen years the tour has run and is home to both Levi's GranFondo and the Ironman 140.6 & 70.3.

Fine dining, shopping, and spas are all found in Santa Rosa, as are the Sonoma County Museum and the Charles M. Schulz Museum and Research Center, a tribute to the life and art of one of the City's most famous citizens. Community events and annual celebrations are popular with both residents and visitors. The Wednesday Night Downtown Market draws crowds looking for food, music, agricultural products, arts, and crafts, while outdoor concerts can be enjoyed at Juilliard Park and Courthouse Square on summer evenings. Santa Rosa Junior College Summer Repertory Theater, the Luther Burbank Center for the Arts, and the 6th Street Playhouse offer live theater, concerts, and other exciting events.

With fine schools, including a renowned junior college, and a wide variety of businesses, services, recreational opportunities, and more, the City of Santa Rosa is a truly vibrant, dynamic community. To learn more, visit <https://www.srcity.org>.

CITY GOVERNMENT

Incorporated on March 16, 1868, a Charter City operating under the Council-Manager form of government. The City Council is comprised of seven Council Members and is transitioning to council districts; three of which were elected in 2018, with the remaining four to be elected by district in 2020. The Mayor and Vice Mayor are both named by the Council Members; the Mayor serves a two-year term, while the Vice Mayor serves one year. The City Council appoints the City Manager, City Attorney, and members of the City's Boards and Commissions.

The City Manager is the administrative head of the City and is responsible for overall management of the municipality's 13 departments and approximately 1,300 staff. Administration of the organization is based upon the City Charter and the policy direction provided by the City Council. In January 2018, the City Council set the following ten goals and priorities:

- Ensure Financial Stability of City Government
- Invest in and Sustain Infrastructure and Transportation
- Effectively Implement the Recovery and Rebuilding of Santa Rosa
- Meet Housing Needs
- Attain Functional Zero Homelessness
- Provide for Community Safety, Valued City Services, and Open Government
- Foster Neighborhood Partnerships and Strengthen Cultural Assets
- Promote Environmental Sustainability
- Foster a 21st Century City and Organization
- Foster a Strong Downtown and Overall Economic Development of the Community

The City of Santa Rosa was significantly affected by wildfires that swept through the community on October 9, 2017, and the disaster's impact is evident in the City's current budget. General Fund reserves were drawn below Council Policy, and the City continues to address infrastructure needs as a result of wildfire damage. Additionally, General Fund revenues—approximately 47% of which is made up of Sales Tax and Property Tax—were negatively impacted. For Fiscal Year 2018-19, the City has a total budget of \$448.3 million, with \$354.4 million in operational funding and \$93.9 million in capital projects. General Fund expenditures of \$169.7 million reflect the City's emphasis on funding core services and addressing the Council's goals and priorities.

Mission Statement

To provide high-quality public services and cultivate a vibrant, resilient, and livable City.





WATER DEPARTMENT

Department operations and services are supported by a staff of 252.5 FTE, an annual operating budget of \$122 million, and an annual capital improvement budget of approximately \$22 million. The Department is organized across 7 divisions – Water Resources, Engineering Resources, Local Operations, Utilities Operations (Treatment Plant), Environmental Services, Utilities Administration and Administrative Services – Human Resources. A Deputy Director or division manager oversees each section.

The Water Department currently delivers an average of 6 billion gallons of drinking water annually to approximately 53,000 customer accounts and collects wastewater from over 49,000 customer accounts serving a population of over 173,000. These systems include roughly 1,200 miles of water and sewer pipelines. The Department also operates the Regional Water Reuse System which includes water recycling, water reuse (i.e. agricultural and urban irrigation, and the Geysers recharge), and biosolids beneficial reuse. The Department reuses 6 billion gallons of tertiary treated wastewater and 26 thousand tons of biosolids annually. These operations are carried out at the Laguna Treatment Plant which serves a regional population of 230,000 in the communities of Santa Rosa, Rohnert Park, Sebastopol, Cotati and the South Park Sanitation District and some unincorporated parts of Sonoma County. The Department also manages storm water and creeks to protect the urban watershed with over 100 miles of creeks.

The City's primary water source of water is from the Russian River. There are 24 reservoirs located in higher elevations within Santa Rosa that provide valuable storage of 22 million gallons of drinking water. Due to elevation differences throughout the City, 25-30% of Santa Rosa's water is boosted to these reservoirs by water pump stations to help to maintain adequate water pressure to customers.

The mission of the Department is to protect public health by sustaining water resources, infrastructure and the environment. Staff also provides support to the City Council appointed Public Utility Board which has general policy authority and direction over the management and operation of the City's water and wastewater facilities. The Board also directs other water operations managed by the City and water facilities owned or operated by the City. Priorities facing the Department include developing a long range financial plan to address the need to invest in an aging infrastructure, renewal of regulatory permits for the Laguna Treatment Plant and the Water Reclamation System, development of the Santa Rosa Plain basin Groundwater Sustainability Plan (GSP) by 2022 and rebuilding from the October 2017 Tubbs wildfire that burned through large portions of the northern part of the

City destroying approximately 3,000 residential and commercial structures.

The Department prides itself on being highly innovative, customer oriented, efficient, and environmentally conscious. The culture is further defined by the instilled values of integrity, resiliency, professionalism and teamwork.

THE IDEAL CANDIDATE

The ideal candidate will be an experienced manager who conveys a sophisticated understanding of full-service municipal water operations and innovative water conservation and sustainability practices. He/she will also be a strategic thinker with the ability to manage day-to-day operations, while at the same time effectively planning for the future needs of the water utility. The individual selected will be an authentic leader who knows how to effectively engage and work with a public utility board, staff and the community. Recognizing the Water Department's role in the overall health of the City organization, he/she will be a successful relationship builder and team player accustomed to working as a member of a larger executive team.

The Water Director will be an empowering manager who trusts and respects his/her team and can effectively delegate and engage employees in achieving the Department's goals. Highly qualified candidates will exhibit an inclusive and collaborative leadership style that stimulates innovative and non-traditional thinking around complex challenges. His/her open and transparent approach will attract talent, continuously build capacity in the department, and encourage leadership skill development at all levels. A strong commitment to training, ongoing professional growth, and the continuous expansion of knowledge for staff will be expected.

The ideal candidate will have outstanding communication and interpersonal skills and be exceptionally adept at interacting with a wide variety of audiences. He/she will be proficient at interacting with highly engaged constituents, interest groups, the media and the general public. The individual selected will be a personable and empathetic communicator who listens to constituent needs, easily conveys credibility and honest concern for customers. The chosen candidate will work effectively with the Public Utility Board, community groups and outside agencies to ensure the Department is working in a manner that reflects the community's values to achieve long term sustainability for water services and infrastructure needs.





An outstanding and responsive customer orientation will be expected. Experience working with elected and appointed officials combined with a sophisticated level of political acumen and diplomacy will be expected. The ideal candidate will also possess extensive experience facilitating complex and impactful decision making among policymakers.

The successful candidate will possess a combination of education and experience that provides the knowledge, skills and abilities necessary for this role. A proven track record with six (6) to eight (8) years of broad and extensive management level experience in a public water agency with experience planning, coordinating, and financing operations, including three (3) years as a head of a department or major division is expected. A Bachelor's degree from an accredited college or university with major course work in administration, engineering or related field is required. A Master's Degree is highly desirable.

COMPENSATION AND BENEFITS

The City provides an attractive compensation package that includes a competitive salary range up to **\$202,126** annually. The City will provide a 2.5% cost of living adjustment effective the first full pay period following July 1, 2019. Santa Rosa does not participate in Social Security, but assesses the Medicare contribute of 1.45%. Among the fringe benefits are:

- **Retirement** – CalPERS, 2.5% @ 55 formula with single highest year compensation for Classic Members. Employee pays 9.5% employee contribution. New CalPERS Members formula is 2.0% @ 62 with 3-year final average compensation; employee pays 7.75% employee contribution.
- **Health Insurance** – City provides choice of three plans (Kaiser, Anthem Blue Cross EPO and Anthem Blue Cross PPO); City contributes between 80% and 87.5% of the monthly premium for employee and dependents.
- **Dental and Vision Insurance** – The City provides and contributes the monthly premium for Delta Dental PPO and VSP vision plans for employee and dependents.
- **Life Insurance** – The City provides Life Insurance at \$50,000 with the option to purchase up to \$200,000.
- **Long Term Disability** – The City provides Long Term Disability at 60% of monthly income up to \$6,000 with a benefit waiting period of 60 days.
- **Vacation Leave** – 80 hours of accrual annually for one to four years of service. Additional days are earned with additional years of service. Recognition of prior years of service may be considered.

- **Administrative Leave** – Up to 80 hours.
- **Paid Holidays** – The City observes 10 paid holidays annually, plus 2 to 3 “floating” holidays per year depending on years of service.
- **Sick Leave** – Accrued at the rate of 8 hours per month with service credit for unused sick leave.
- **Auto Allowance** – \$350 per month.
- **Deferred Compensation** – Employees can choose to contribute to a 457 Deferred Compensation Plan.

APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight, **Sunday, March 24, 2019**. To be considered for this opportunity, upload cover letter, resume and a list of six professional references using the “Apply Now” feature at www.tbcrecruiting.com.



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Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure and applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. Candidates deemed to be the best qualified will be invited to participate in panel interviews in April. The top candidates will then be invited to participate in additional interviews and other selection activities. An appointment is anticipated shortly thereafter, following the completion thorough background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

