



South San Luis Obispo County Sanitation District



District Administrator



GROVER BEACH, CALIFORNIA

THE DISTRICT

The South San Luis Obispo County Sanitation District encompasses a geographic area of 165 square miles. It is located within an area known as the Five Cities area in the southwestern portion of San Luis Obispo County and is located 15 miles south of the City of San Luis Obispo.

The District provides its services for the residents of the City of Arroyo Grande, the City of Grover Beach and the Oceano Community Services District. In addition, there is a small County population of approximately 50 residences that are not incorporated within the communities listed above who also receive those services offered by the District.

The District is governed by a three-member Board of Directors who are appointed by the respective member agencies on an annual basis. The District Board includes one representative from each of its Member Agencies, specifically, the City of Arroyo Grande, the City of Grover Beach and the Oceano Community Services District.

The District Board makes bi-partisan decisions in the best interest of the District. The Board makes policy and operational decisions with advice from the District Administrator. The District Board also establishes District policy, setting goals and objectives, approves the annual budget, approves expenditures and performs other related functions.

The combined average annual raw wastewater flow to the District from these agencies is in the order of 2.2 million gallons per day. In addition to collection and treatment services, the District also assists in providing source control programs and inspection services on behalf of the Member Agencies. These additional services include an Industrial/Commercial Pretreatment Program and a Fats, Oils and Grease (FOG) Control Program.

The District is supported by approximately 9 staff and a budget of \$3 million. Future capital costs are estimated to be approximately \$800,000.

To learn more go to: www.sslocsd.org

THE COMMUNITY

San Luis Obispo County is located along the Pacific Ocean in Central California, between Los Angeles and the San Francisco Bay Area. The Central Coast is renowned for its quality of life. Residents typically enjoy a gentle climate to take advantage of the area's splendid array of activities, including cultural arts, multiple musical venues, festivals and special events held regularly, scenic hiking and dedicated biking trails, beaches and camping facilities, not to mention local farmer's markets and wine-tasting. The Central Coast offers excellent educational opportunities, with a focus on family and community support to non-profit agencies covering a diverse specter of interests.

The county's distance from large metro areas has helped it to retain its rural character and reminders of old California abound as the area is more rural and agricultural than many other coastal regions in California. The small size of the county's communities, scattered along the beaches, coastal hills, and mountains of the Santa Lucia range, provides a wide variety of coastal and inland hill ecologies to support many kinds of fishing, agriculture, and tourist activities.

The mainstays of the economy are California Polytechnic State University with its almost 20,000 students, tourism, and agriculture. San Luis Obispo County is the third largest producer of wine in California, surpassed only by Sonoma and Napa Counties. Wine grapes are the second largest agricultural crop in the county and the wine production they support creates a direct economic impact and a growing wine country vacation industry.

THE POSITION

Under contract and general direction from the District Board of Directors (Board), the District Administrator is responsible for the implementation of the policies established by the Board for the operation and administration of the District. The incumbent oversees, participates in and provides direction for planning, coordination, and management of the administrative affairs of the District, engineering services as well as maintenance, and operations within a framework of legal





requirements, policies and established organizational values and processes, with independence of action to meet changing operational conditions. Direct supervision is provided at various levels within the organization requiring the use of sound management skills, business management practices, professional development, and supervisory skills. This is an at-will, exempt salaried position.

Typical Duties:

- Implements the policies and provides services as established by the Board of Directors for the operation and administration of the District; and acts as liaison with member agencies and all regulatory agencies.
- Makes recommendations regarding the long-and short-range planning of plant collection, operational and reclamation facility construction and modification activities, including plans for financing.
- Represents the Board's policies and programs with employees, community representatives, and other governmental agencies.
- Acts as appointing authority consistent with District Personnel Policy as established by the Board of Directors, relative to employee appointment, supervision, training, evaluation, discipline, dismissal, and resolution of grievances.
- Oversees and participates in the preparation of the annual and capital improvement budgets, making recommendations to the Board on final expenditure levels.
- Administration of the District's finances to ensure accordance with proper public sector accounting principles.
- Oversees, participates in, and directs the preparation and timely submission of a variety of written correspondence, reports, minutes, procedures, ordinances, bid specifications, and other materials.
- Oversees the records keeping system, pursuant to District policy.
- Monitors changes in laws, regulations and technology necessary to endeavor to keep the District in compliance with requirements of applicable State or Federal agencies;

implements changes to policies and procedures, after approval.

- Oversees resolution of and responses to complaints regarding plant operations.
- Studies systems and procedures and proposes improvements and simplification.

Knowledge of:

- Principles and practices of public administration, including administrative analysis, fiscal planning and control, record keeping/retention, and policy and program development.
- Cost estimating, construction processes, and contract administration.
- Laws, rules, ordinances, and legislative processes controlling sanitary district functions, programs, and operations.
- Organization, operations, and complexities of special districts.
- Research and evaluation methodologies.
- Budgeting principles and practices.
- Personnel and employer-employee relations.
- Principles of supervision, training and management.
- Project management.
- Recent developments, current technology and informational resources regarding wastewater treatment and reclamation.
- Computer applications related to the work.
- Standard office practices and procedures, including the use of standard office equipment.
- Effective and diplomatic communications techniques.
- Techniques for providing a high level of customer service to the public, elected/appointed officials, and District staff, in person, electronically, and over the telephone.

Ability to:

- Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet program goals.
- Exercise leadership, authority, and supervision tactfully and effectively.





- Administer and enforce District budgeting and fiscal controls.
- Prepare concise and comprehensive reports.
- Coordinate the preparation of Board agendas and other Board activities in conformance with the Brown Act; and attend Board meetings.
- Direct, coordinate, and implement programs to develop complex capital projects.
- Take a proactive approach to complex problem solving using a variety of techniques.
- Conduct technical research work.
- Review designs, plans and specifications.
- Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, policies, technical complexities, and services.
- Communicate effectively during public presentations.
- Effectively represent the District's policies, programs, and services with the public, community groups, and other government agencies.
- Establish and maintain cooperative and effective working relationships.
- Effectively interact and coordinate with regulatory agencies.

THE IDEAL CANDIDATE

The ideal candidate will be an experienced wastewater manager with the ability to work collaboratively with the staff, Board of Directors and other local and regional stakeholders. A professional demeanor and a proven track record of sound fiscal, technical and personnel management are expected. Strong communication skills, both verbal and written are paramount, as the District Administrator presents to the Board of Directors and represents the District to outside groups/agencies. Ideal candidates will bring a strong customer service ethic with the ability to infuse a customer service approach throughout the organization. Strong, facilitative management skills are a must – successful candidates will be working managers who possess the demonstrated ability to both empower employees while holding them accountable.

Education and Experience

Graduation from an accredited college or university with a related Bachelor's Degree; and five years increasingly responsible management or administrative experience with the responsibility for the formulation and implementation of programs and services, and three years supervisory responsibilities is required.

Preferred qualifications include experience/familiarity with: regulatory agencies including the California State Water Quality Control Board and California State Coastal Commission; Integrated Regional Water Management grant programs; NPDES permit programs and regulations; Prop 218 rules and regulations; the negotiation of MOUs; and, the Brown Act, Robert's Rules and working with a Board of Directors.

COMPENSATION AND BENEFITS

The District is offering a competitive salary dependent on the qualifications and experience of the individual selected. The District provides an excellent array of benefits including CalPERS retirement.

APPLICATION PROCESS

This position is **open until filled with first review of resumes Monday, January 29, 2017**. To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues). Résumé should reflect years **and** months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application:
<https://secure.cpshr.us/escandidate/JobDetail?ID=303>

CPS HR  CONSULTING

For further information contact:
Pam Derby
CPS HR Consulting
Phone: (916) 263-1401
Email: resumes@cpshr.us
Website: www.cpshr.us

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Candidates deemed most qualified will be referred to the District. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.