

Browns Valley Irrigation District

Job Posting

OPEN UNTIL FILLED

General Manager

Browns Valley Irrigation District, located approximately 55 miles north of Sacramento, CA, is seeking an exceptional candidate for the position of General Manager. The District provides irrigation water to both valley floor ag lands and homesteads in the foothills through a complex system of irrigation canals, pipelines and produces hydroelectric power with water stored behind the Virginia Ranch Dam in Yuba County. This is a great opportunity to join one of the oldest California irrigation districts with both senior Yuba River water rights and a District owned reservoir.

POSITION

The General Manager reports to a five-member elected Board and is responsible for the day-to-day operations of the District. This position has overall responsibility for policy development, water resource planning, distribution, fiscal management, employee relations, engineering, administration and operation of all district functions, programs and activities.

The incumbent is responsible for accomplishing District goals and objectives, implementing the policies of the Board of Directors, and representing the Board's policies with employees, community organizations and the general public.

EXAMPLES OF DUTIES

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of this classification.

- Plans, organizes, coordinates, through staff, all work of the District, including the development and implementation of goals, objectives, policies, procedures, and work standards of the District.
- Works closely with the Board of Directors, organizations and other public agencies regarding district programs; interprets District regulations and applicable laws and advises the Board on a variety of issues.

- Directs the preparation and administration of the District's annual budget, recommends service rates, coordinates the preparation and presentation of various agendas.
- Directs the selection, supervision and work evaluation of District staff, monitors and implements employee relations and staff development procedures.
- Represents the Board and the District in contacts with various governmental agencies, community groups and business.
- Oversees dam safety and works with regulatory agencies such as FERC, DSOD and CalOES to ensure compliance.
- Manages complex projects subject to public contracting and regulatory requirements, including various environmental and water quality statutes.

As a leader of a small agency with a large scope of responsibility, the General Manager's duties are challenging, multifaceted and rewarding. The ideal candidate will have extensive knowledge of public policy, water supply, water rights and delivery issues.

DESIRABLE QUALIFICATIONS

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Experience: A Bachelor's degree in civil engineering, public administration, business administration or closely related field from an accredited college or university is desirable.

- Broad and extensive work experience in a management or administrative position in a public agency, requiring the responsibility for the formulation and implementation of programs, budgets, administrative operations and project management.
- Experience in working with an elected board or commission in an executive role, and leading public meetings pursuant to the Brown Act is strongly preferred.

Driver's License: Possession of a valid California Class C driver's license.

SALARY

The salary range for this position is highly competitive with an excellent benefits package, including CalPERS retirement and a Deferred Compensation (457) plan.

Interested candidates should submit a resume, compelling cover letter of interest, salary history, and professional references via email to ryan@bvid.org. This position is open until filled; however, candidates are encouraged to apply early for optimal consideration. Confidential inquiries are welcome to Mr. Ryan McNally at (530) 682-9000.

JOB CLASSIFICATION
GENERAL MANAGER



DEFINITION

The General Manager plans, organizes, directs and reviews the overall activities and operations of the District; advises and assists the Board of Directors; represents the District's goals and interests locally, regionally and at the State and Federal levels; provides leadership to the organization; and coordinates activities with outside agencies and the community.

The General Manager reports directly to the Board of Directors.

DUTIES

- Develops, plans and implements District goals and objectives; develops and administers policies and procedures.
- Coordinates activities within the District and with outside agencies and organizations; provides staff assistance to the Board of Directors; prepares and presents staff reports and other necessary correspondence.
- Directs, oversees and participates in the development of the District's overall work plan; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures.
- Directs the development and administration of the District's budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.
- Serves as the Chief Dam Safety Coordinator for the Virginia Ranch Dam and ensures dam safety protocols are adhered to.
- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the District.
- Prepares and submits a wide variety of financial, administrative and operational reports to the Board of Directors; keeps the Board of Directors advised on financial matters, regulatory issues, and the present and future needs of the District.
- Coordinates with outside counsel on legal issues affecting the District; keeps Board of Directors apprised as required.
- Coordinates with outside consulting professionals on complex issues affecting the District including water rights, proposed legislation and relationships with regulatory agencies.
- Represents the District to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
- Receives, researches and resolves the more complex or sensitive citizen inquiries and complaints.
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public utility administration, departments and services.
- Principles and practices of effective public relations and interrelationships with the community and local, regional, State and Federal agencies.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations, including the Brown Act, environmental and water quality statutes.
- Permitting processes surrounding regulatory and environmental obligations (e.g. CEQA, NEPA, USACE 401 and 404, Clean Water Act, and the State Water Resources Control Board)
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Modern office equipment including use of applicable computer applications.
- Principles of project management.
- Principles and practices of customer service.

Ability to:

- Plan, direct and control the administration and operations of the District.
- Prepare and administer the District's budget.
- Develop and implement District policies and procedures.
- Organize and lead public meetings in a clear, concise and informative manner.
- Supervise, train and evaluate assigned personnel.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Serve effectively as the administrative agent of the Board of Directors.
- Interpret and apply District, local, State and Federal policies, procedures, rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Resolve conflicts, including those associated with water and property rights.
- Manage complex projects in a public setting.
- Respond to emergencies as needed.

Responsibility to:

- Maintain continual awareness of the District's operation and of potential issues.
- Oversee dam safety programs, as well as ensure attentive monitoring of a FERC classified "High Risk" dam.
- Respond to emergencies as necessary, including the ability to activate and execute the District's Emergency Action Plan at any hour.
- Maintain transparent communication with the District Board of Directors, customers as well as other regulatory agencies such as FERC, DSOD and CalOES.

- Practice fiscal responsibility in a manner consistent with being accountable to the public.
- Ensure employees operate equipment in a careful and safe manner.

EXPERIENCE AND EDUCATION GUIDELINES Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Eight (8) years of increasingly responsible administrative and management experience that involved planning, organizing, implementing and supervising programs related to a public utility. Demonstrated experience with managing public funds, accountability to the public and leading public meetings pursuant to the Brown Act is strongly preferred.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration, engineering, science or a related field.

License and Certificate:

Possession of a valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Conditions include attendance at evening meetings and irregular hours as necessary to meet deadlines and achieve objectives, as well as periodic travel.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; explain and interpret policy; handle conflict.