

CITY OF ESCONDIDO, CA



announces an
employment opportunity for

UTILITIES MANAGER



The City of Escondido, California is seeking an experienced, progressive, energetic manager to become the City's *Utilities Manager*.

THE CITY

Escondido is a diverse and vibrant community that celebrates its rich history. Settled in a valley in the coastal mountains of northern San Diego County, the City of Escondido provides a thriving urban environment in the midst of gentle rolling hills and avocado and citrus groves. Located approximately 18 miles from the Pacific Ocean and 30 miles northeast of San Diego, Escondido's 138,000 residents enjoy the pleasure of a rural lifestyle with all the benefits of suburban living.

Escondido has a comprehensive mix of successful businesses, supplying a diverse job base and high quality of life. The City also features reasonably priced homes in the North County area. Escondido invests heavily in its infrastructure and its citizenry, offers responsible government, and provides a variety of arts, entertainment and leisure attractions such as: the California Center for the Arts, Escondido, and the nearby San Diego Wild Animal Park, as well as numerous community parks and golf courses, local lakes, wineries and shopping centers. Clearly, Escondido is an ideal place to live, work and visit, and is proud to be recognized as "The City of Choice."



HARRF

THE ORGANIZATION

Incorporated in 1888, Escondido is a full-service, general law city with five council members, including a mayor, elected at large. The City operates under the Council-Manager form of government, combining the strong political leadership of elected officials with the strong managerial experience of an appointed local city manager.

The City is organized into the following operating departments: City Attorney, City Clerk, City Manager, City Treasurer, Community Development, Community Services, Finance, Fire, Housing and Neighborhood Services, Human Resources, Police, Public Works, and Information Systems. Over 800 City employees support the aforementioned departments.

Since 1993, the City of Escondido has received six Helen Putnam Awards in recognition for outstanding achievement and innovation. In 2000, the City was recognized for its leadership and excellence in the categories of Community Engagement, and Arts and Quality of Life. In addition, in 1999 and in 2003, the Work-Life Coalition of San Diego awarded the City one of San Diego's Best Places to Work.

PUBLIC WORKS DEPARTMENT

The Public Works Department is responsible for providing and maintaining the physical structures and facilities that house governmental functions including transportation, drainage and flood control, water and waste disposal services. Led by the Public Works Director, the Department currently is divided into three Divisions – Engineering, Maintenance, and Utilities. The Department is dedicated to continuously providing better service to the public.

UTILITIES DIVISION

The Utilities Division is divided into seven sections (Water Operations, Water Treatment, Wastewater Collections, Hale Avenue Resource Recovery Facility, Lakes, Canal, and Utilities Administration). The Utilities Division has 157 dedicated employees committed to quality customer service, a \$45 million 2003/2004 fiscal year operating budget, and an average annual Capital budget of \$20 million. The Utilities Division operates water treatment facilities and the distribution system to ensure that high-quality water is delivered at the most economical costs. The Division also maintains the City's two lakes, which provide water storage and

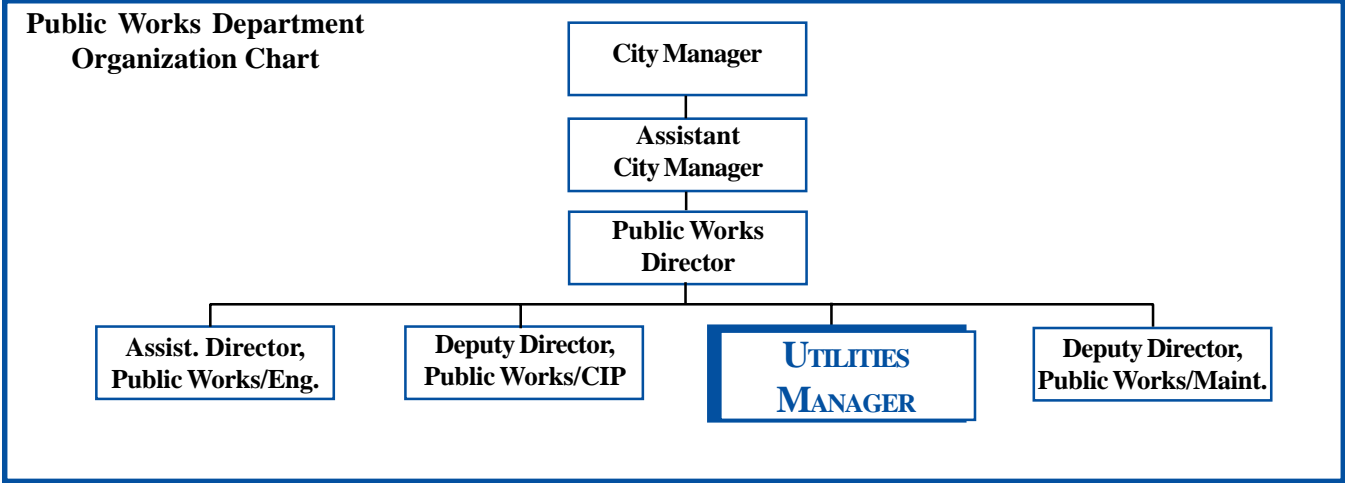
recreation opportunities to the region. The Utilities Division operates the Hale Avenue Resource Recovery Facility (HARRF), maintains an extensive sewage collection system, and provides treatment and distribution of recycled water. The City has recently upgraded the HARRF (\$60 Million project), and the control systems at the City's Water Treatment Plant. The Utilities Administration section provides staff support to all Division operations.

UTILITIES MANAGER

The Utilities Manager reports to the Director of Public Works, provides highly responsible administrative support to the Director, and serves as a key member of the City's management team. Under direction from the Director of Public Works, the Utilities Manager coordinates and manages the activities and operations of the Utilities Division, and acts as liaison to other divisions within the Department, other City departments, outside agencies, and diverse public interest groups.

RESPONSIBILITIES

The Utilities Manager has primary responsibility for managing the operation of the City's water, wastewater,



recycled water, lakes, and the canal sections, and the water filtration and wastewater treatment plants; conducting organization assessments, a variety of organizational studies and investigations, and operational studies of current and long-range water, wastewater, and reclamation projects; monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; formulating goals, objectives and priorities for the Division; and recommending operating policies and modifications to utilities programs and procedures. He/she oversees and participates in the development and administration of the Utilities Division's annual budget; forecasts funds needed for staffing, equipment, materials, and supplies, and implements necessary adjustments; prepares and presents staff reports and other necessary correspondence; interfaces with other agencies with which the City of Escondido jointly operates; represents the City at the San Diego County Water Authority and negotiates and resolves sensitive and controversial issues; acts as staff to and represents the City on a variety of boards, commissions, committees, and/or other public meetings; oversees and participates in providing customer service to internal and external customers and resolves difficult and sensitive citizen inquiries and complaints; and works well as a team player promoting collaboration and teamwork.

Downtown Escondido



QUALIFICATIONS

Candidates must have a Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Chemistry, Engineering, or a related field, plus 5 years of progressively responsible public sector management level experience in water or wastewater utility administration. A Master's degree is highly desirable.

Possession of Water Treatment or Distribution and/or Wastewater Treatment certification is highly desirable. Possession of a valid California Certificate of Registration as a Professional Civil Engineer is desirable. The ideal candidate will have knowledge of operational characteristics, services, and activities of a comprehensive public works utilities program including water, wastewater, and recycled water utilities systems; federal, state, and local laws, codes, and regulations governing water, wastewater, and reclamation systems; principles and practices of general management, staff development, employee relations, utilities administration and operations, program and budget development, and information systems. He/she will demonstrate progressive/participative management skills that will provide creative and innovative alternatives to the complex matters facing the City; will have excellent interpersonal, communication and leadership skills; will embrace change; will be able to develop sound working relationships with the City Council, City Management, employees, labor representatives, the community, and other regional water and regulatory agencies; and will value teamwork, excellence, and customer service.

PERSONAL CHARACTERISTICS

In addition to the qualifications previously described, the candidate should be:

- Customer Service Oriented
- Ethical and Trustworthy
- A Strategic Thinker
- Energetic and Hard Working
- Self-Confident
- A Team Player
- A Proven Leader
- A Good Communicator
- Decisive
- Diplomatic

SALARY AND BENEFITS

The current annual salary for Utilities Manager is budgeted at \$110,000. Salary is negotiable depending on qualifications. In addition, the City provides an outstanding Management Benefits package including:

- Vacation – starting at 12 days per year, including an additional 24 hours to be used as vacation or received as cash.
- Management Leave – 5 days per year.
- Sick Leave – 12 days per year with no maximum accrual.
- Holidays – 10 days per year.
- City paid employee share of PERS, 2% at 55.
- City paid family health up to \$630/month, and City paid employee dental and life insurance, plus 4% of salary and \$59.72 monthly flexible credit dollars to spend toward benefits.
- Employer paid 401k contribution.
- Flexible spending accounts.
- No Social Security participation, the City does participate in Medicare.
- Bilingual compensation up to \$75 per pay period.
- Tuition reimbursement up to \$1,500 per year.
- Auto allowance - \$350 per month.
- 9/80 work schedule, City Hall is closed every other Friday.

EQUAL OPPORTUNITY

The City of Escondido does not discriminate on the basis of race, color, religion, disability, sex, age, national origin, or sexual orientation. The City will attempt to reasonably accommodate applicants with disabilities upon request.

SELECTION PROCESS

An application package consisting of two (2) copies of your resume with a signed cover letter outlining qualifications, an RJA supplemental questionnaire, and a list of five (5) professional references is required for consideration. A questionnaire can be obtained by calling RJA at (626) 447-3318 or through the RJA website. Completed application packages should be sent to:

Dr. Richard Garcia, President
RJA Management Services, Inc.
550 W. Duarte Road, Suite 6
Arcadia, CA 91007
EOE

www.rjamanagement.com

**All application materials must be received by
April 30, 2004.**

Following the filing date, application materials will be screened against the criteria in this brochure and candidates having the most relevant qualifications will be referred to the City. The Director of Public Works, in collaboration with the City management team, will determine which candidates to invite to participate in a series of interviews/meetings with City department heads, managers, employees and/or other customers of the Utilities Division. Selection of the Utilities Manager will follow shortly after these meetings and the completion of background/reference checks.

The Utilities Manager is an Unclassified, At-Will position. The provisions of this announcement do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

ADDITIONAL INFORMATION

Additional information about the City of Escondido can be obtained on the City's website:

www.ci.escondido.ca.us

RJA