



WATER REPLENISHMENT DISTRICT OF SOUTHERN CALIFORNIA  
is seeking qualified candidates for the following career opportunity:

# ASSISTANT GENERAL MANAGER/ CHIEF ADMINISTRATIVE OFFICER

**SALARY RANGE: \$179,655.87 - \$235,058.73 ANNUALLY**  
**DEADLINE: OPEN UNTIL FILLED FIRST REVIEW OF APPLICATIONS: APRIL 12, 2019**

Assistant General Manager/Chief Administrative Officer (AGM/CAO) functions in a top-level executive capacity, reporting directly to the General Manager and is responsible for the administrative, human resources, and information technology operations of the District. The AGM/CAO acts as a key liaison with members of the Board of Directors, District General Counsel, the employee union leadership and other outside agencies to ensure the District's interests and needs are effectively communicated. This position ensures optimal and efficient District operations in compliance with applicable laws, regulations, policies, and procedures.

The AGM/CAO is responsible for accomplishing the goals and objectives as established by the General Manager, implementing the policies of the District, handling extremely complex, politically sensitive and confidential tasks and may act as General Manager in their absence.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The ideal candidate will have extensive knowledge of public sector water resources management and state and local water policies and practices. This person will have excellent interpersonal and communication skills (both written and oral); strong and proven management and leadership skills; as well as skills in business and organizational management, administration, data and technology, program and project planning, critical thinking, problem solving, and strategic planning and consensus building. Extreme attention to detail, responsiveness to peers, and demonstrated expertise in quality control and quality assurance required. Additionally, the ideal candidate will be able to:

**General Managerial:** Make hiring recommendations to the General Manager for Administrative, Human Resources, and Information Technology positions; Mentors and assists in training of assigned staff; Provides input and recommendations to management team and Board of Directors; Serves as a key point of contact for outside consultants, external elected officials and city management, WRD executive management and Board of Directors; Coordinate Internal Services departmental goals with the overall District objectives; Assists and participates in the annual strategic planning process; Develops, assesses and adjusts short-term and long-term departmental goals.

**District Administration:** Makes hiring recommendations to the General Manager for Administrative positions; Oversees administrative support services of the District including information technology (IT); Trains and develops administrative and information technology staff; Provides input and recommendations to management team and Board of Directors; acts as a primary contact with the Board of Directors. Oversees the Board and Committee meeting agendas and minute's process, the design and development of the network infrastructure, the development and maintenance of the Administrative and IT work plans. Anticipates and responsible for needs of the Board of Directors.

**Human Resources:** Manages District-wide administration of the HR function, ensuring alignment with the Board of Directors strategic objectives, missions and values. Oversees and administers HR policies and procedures, employment related investigations, recruiting and hiring process, and benefit administration. Acts as a primary liaison to the employee union.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Guide projects and programs through to completion.
- Exercise sound judgement, with practical sensibilities regarding political and institutional relationships.
- Keep the General Manager informed in a timely, complete and accurate manner.
- Ability to be a team-player, a consensus builder and a mentor to staff. Is goal oriented, committed to the organization, a problem-solver, organized and have a sense of urgency.
- Make outstanding presentations in terms both technical and non-technical audiences will understand.
- Make difficult personnel and operating decisions, including handling disciplinary matters in a timely and tactful manner.
- Interact effectively with employee union (AFSCME)
- Exhibit self-confidence and politically astute.

**MINIMUM QUALIFICATIONS TO APPLY:** Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, science or engineering, economics, or a closely related field; and at least five (5) years of senior-level administrative and supervisory experience that includes responsibility for the development and implementation of programs, goals, policies and strategies. A master's degree is highly desired, but not required. Requires demonstrated success working directly with elected officials.

**LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:** A Professional Engineer license (PE), Professional Geologist (PG), Certified Public Accountant (CPA), or Master of Business Administration, Human Resource Management/Certification or Public Administration is highly desired, but not required.

**APPLICATION AND SELECTION PROCESS:** The first review of applications will be April 12, 2019. To be considered for this opportunity please submit a (1) District application, (2) cover letter highlighting your applicable experience and (3) resume to Brandon Mims, Manager of Administration and Human Resources, [bmims@wrdd.org](mailto:bmims@wrdd.org) by the first review date. The District is an Equal Opportunity Employer.



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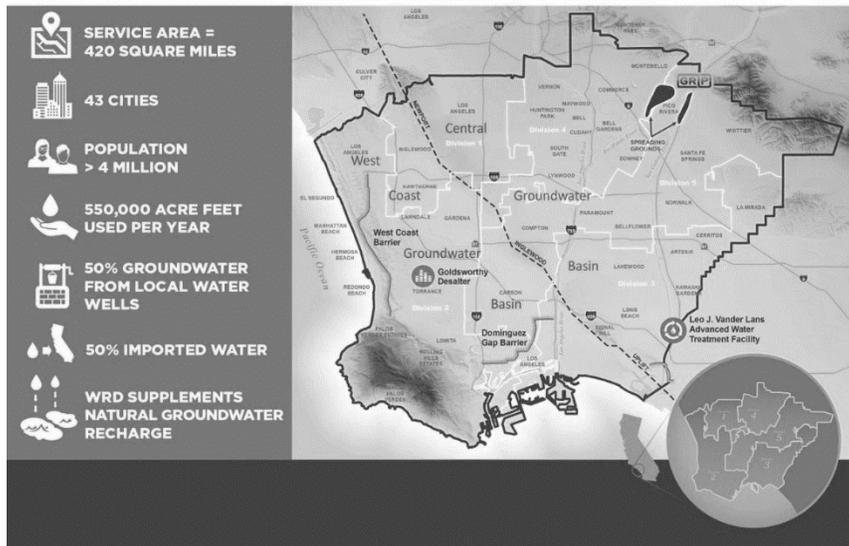
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The Water Replenishment District of Southern California (WRD) is the largest groundwater agency in the State of California, managing and protecting local groundwater resources for four million residents. WRD's service area covers a 420-square-mile region of southern Los Angeles County, the most populated county in the United States. The 43 cities in the service area, including a portion of the City of Los Angeles, uses about 250,000 acre-feet (82 billion gallons) of groundwater annually which accounts for approximately half of the region's water supply.



## WRD SERVICE AREA IN SOUTHERN LA COUNTY



WRD ensures that a reliable supply of high-quality groundwater is available using recycled water and storm water capture. WRD is responsible for monitoring and testing groundwater throughout the region using effective management principles.

***The Mission of WRD is "To provide, protect and preserve high-quality groundwater through innovative, cost-effective and environmentally sensitive basin management practices for the benefit of residents and businesses of the Central and West Coast Basins."***

WRD was formed by a vote of the people in 1959 to protect the groundwater resources of the Central and West Coast Groundwater Basins. Prior to the formation of the District in 1959, unregulated and unmanaged over-pumping caused many water wells to go dry. Along the coastline, groundwater levels dropped below sea level, allowing the salty ocean water to seep into and contaminate the freshwater aquifers. Today, WRD protects the basins through artificial groundwater replenishment, ensuring that aquifers maintain healthy levels. WRD further protects the basins from seawater intrusion by injecting water into wells along the coastline to keep the ocean from further contaminating the fresh groundwater.

The major challenge to the District in more recent years has been the availability and cost of imported water for replenishment. Relatively low-cost imported water in the form of seasonal supply was a principal source of replenishment for 47 years. That water has not been readily available for the last eight years and its future availability is in doubt. The cost of uninterrupted imported supply continues to rise precipitously, making that alternative financially unattractive. As a result, WRD has revised its strategic approach to its mission in a major way. The District has adopted what is called the **Water Independence Now (WIN)** Program, whose purpose is to eliminate the use of imported water for replenishment and barrier injection. WIN is a suite of projects and programs designed to develop local supply alternatives in the form of increased recycled water and storm water capture to meet replenishment and barrier injection needs well into the future. The District anticipates completing WIN this year.

The **Albert Robles Center (ARC-AWTF)** is the cornerstone of WRD's WIN Program. The ARC project included installation of additional turnout structures to enhance operational and maintenance flexibility, which will increase recharge capacity significantly at the spreading grounds; as well as construction of a 14-MGD advanced water treatment plant. Upon completion in mid 2019, ARC will offset nearly seven billion gallons (21,000 acre-feet) of imported water, currently used to replenish the groundwater basins at the Montebello Forebay Spreading Grounds, with locally available recycled water (a combination of tertiary and advanced treated recycled water).

The District undertakes Clean Water projects to assist pumpers to treat and make productive use of contaminated water. Additionally, in 2001 the District built a significant groundwater desalter (known as "Goldsworthy Desalter") in Torrance to treat a portion of the saltwater plume that migrated inland before the seawater barriers were completed. The District recently worked with the City of Torrance to expand the Desalter's treatment capacity from 2.5 MGD to 5.0 MGD. Recent studies indicate that the saline plume is approximately 600,000 acre-feet in volume, presenting a significant water quality challenge and supply opportunity. A feasibility study is currently underway to potentially remediate and reuse all of this brackish groundwater. And, in 2013 and 2014, the courts approved amendments to the adjudications for the Central and West Coast Basins, setting forth a legal framework to store up to 450,000 acre-feet of water in the groundwater basins to help drought-proof the region. WRD was made the Administrative Body of Watermaster as part of the judgment amendments.