

SANTA CLARA VALLEY WATER DISTRICT, CA

INVITES YOUR
INTEREST IN
THE POSITION OF

CHIEF OPERATING OFFICER – ADMINISTRATIVE SERVICES



 **BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

The mission of the Santa Clara Valley Water District is to provide Silicon Valley safe, clean water for a healthy life, environment, and economy.

THE ORGANIZATION

The mission of the Santa Clara Valley Water District is to provide Silicon Valley safe, clean water for a healthy life, environment, and economy.

With headquarters in San Jose, the District provides water supply, enhances streams and watersheds through creek restoration and habitat protection; provides flood protection for homes, schools, businesses and roadways, and partners with other agencies to provide trails and open space for the community.

The District effectively manages 10 dams and surface water reservoirs, three water treatment plants, an advanced recycled water purification center, a state-of-the-art water quality laboratory, nearly 400 acres of groundwater recharge ponds, and more than 275 miles of streams to serve nearly 2 million people in Santa Clara County that stretches 1,300 square miles and encompasses 15 cities and unincorporated areas.

The District provides wholesale water and groundwater management services to local municipalities and private water retailers who deliver drinking water directly to homes and businesses in Santa Clara County.

The District is governed by a Board of Directors comprised of seven members each elected from equally-divided districts drawn through a formal process. The directors serve overlapping four-year terms.

As a public agency with the current FY2017 \$523 million operating and capital budget and a staff of over 780 employees, the District is committed to being transparent and accountable with regard to its operations and business practices. The District maintains an integrated Quality and Environmental Management System (QEMS) conforming to ISO standards.

THE COMMUNITY

Recognized throughout the world as a center of technology and innovation, the City of San José is considered the Capital of Silicon Valley and is one of the most diverse large cities in the United States. Located roughly 50 miles south of San Francisco and 390 miles north of Los Angeles, the City enjoys an average of 300 days of sunshine a year. Those living and working in Santa Clara County have access to the Bay Area's many attractions, cultural and performing arts, and recreational opportunities. A year-round calendar of festivals and celebrations supports the community spirit.

Nineteen public school districts and over 301 private schools provide residents with a range of educational choices; innovative programs in local school districts include a nationally acclaimed performing arts magnet, as well as concentrations in aerospace, international studies, math and science, radio and television, and more. Universities in and near Santa Clara County include San Jose State University, Santa Clara University, California State University East Bay, Stanford University, and three University of California campuses.

Once a largely agrarian valley, Santa Clara County's



transformation into Silicon Valley, the technology center of the world, has led to the county hosting the largest concentration of technology expertise in the world. More than 6,600 technology companies in the area employ more than 254,000 people. San José does not have an ethnic majority; residents include speakers of more than 56 different languages. The County is proud of its quality of life and of the rich cultural diversity evident in its population, its workforce, and its many neighborhoods.

THE POSITION

The Chief Operating Officer of Administrative Services (COO - AS) reports directly to the Chief Executive Officer (CEO) and is designated as unclassified/at-will. The COO - AS is responsible and accountable for the planning, management, performance and improvement of the District's major administrative divisions and functions. The COO - AS serves as a key member of the executive leadership team and represents the CEO and the District in interactions with employees, the public, and other agencies and organizations. The COO - AS directs four divisions: Financial Planning and Management Services; Information Technology; General Services; and Human Resources with a total budget of \$102 million and a staff of approximately 180.

Essential responsibilities and duties include:

- Provide leadership and direction in the identification, development, and implementation of strategies, programs, ordinances, policies, decisions, assignments, and activities of the District's administration services to ensure efficient and effective results.
- Direct and evaluate the performance of organizational divisions, units, programs, and personnel; plans, organizes, oversees, authorizes and coordinates divisional and districtwide projects, assignments and activities.
- Represent the District before other governmental entities, community organizations, employee organizations, and the general

public; prepare technical, informational, and administrative reports and make presentations to various stakeholders.

- Serve as the District's key spokesperson on issues regarding District administration including overall financial management, human resources service delivery, information services, procurement, and facilities; and provide support and advice to District's Ethics and Equal Employment Opportunity Program.
- Direct the preparation and administration of the District's annual operating budget and long-term financial plans to ensure financial sustainability;; play a major leadership role relative to budget management and systems to improve project management of costs in a manner that helps get projects completed on time and within budget.
- Provide leadership and direction relative to all aspects of labor management relations and plays a key role in working with labor organizations, employee groups and management to ensure that the District is an "employer of choice."
- Perform human resources responsibilities associated with the organizational designation of "Appointing Authority" including building a diverse and inclusive organization, selecting, training, and evaluating personnel; provide staff development opportunities; use performance management tools; coach and counsel employees and managers; and administer disciplinary action.
- Make presentations to executive management, the District's Board of Directors and board committees, employee groups, and the community to ensure that information is disseminated in a timely, accurate, and user-friendly manner.
- Work closely with CEO in strategic planning; developing district-wide strategies and implementation plans; setting priorities; and serving as Acting CEO in their absence.
- Provide guidance, support, and leadership to facilitate the investment and development of Administrative Services' programs, projects, and personnel.
- Perform other assigned responsibilities as delegated by the CEO and/or assigned through District policies.



technology; and procurement and facilities management. A Bachelor's degree from an accredited four-year college with major course work in business administration, public administration, public policy, or a closely related field is required. A Master's degree is highly desirable. Minimum experience requirements include eight years of recent and increasingly responsible administrative or managerial experience in the public sector, water, or related industry. Experience managing multiple administrative functions is highly desirable. Must possess a valid California Driver's license and maintain a satisfactory driving record.

The ideal candidate must be knowledgeable of:

- The principles, practices, and methods of leadership in a public agency, including governance, strategic planning, performance measurement, continuous quality improvement, and objectives, policies and procedures development and implementation;
- The Principles and practices necessary to manage the core administrative functions and programs in a public agency, including finance, budgeting, information systems, purchasing, contract administration, human resources management, and/or general services;
- The principles and practices of effective leadership and staff supervision, including selection, training and development, dynamics of line-staff relationships, techniques of effective interpersonal communications and relations, effective problem-solving and decision-making techniques, planning and delegating work, performance evaluations, positive recognition methods, and progressive discipline;
- Applicable laws, regulations, legal mandates, guidelines, and standards affecting public agencies;

The selected candidate will be a confident leader and manager with strong interpersonal and staff relationships skills.

THE IDEAL CANDIDATE

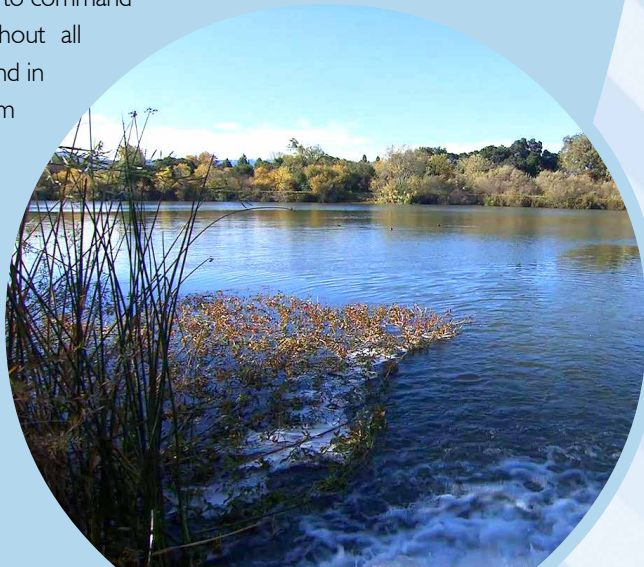
The ideal candidate has a track record of demonstrated leadership, proven accomplishments, and superior performance in a public agency, public utility, municipal organization or a closely related organization with an emphasis on the management of a variety of administrative functions including budget, accounting and finance; human resources including classification, recruitment, workforce development, labor relations, and Equal Employment Opportunity/Diversity and Ethics; risk management; information

- Funding sources impacting the assigned areas of responsibility;
- Social, political, and environmental issues influencing and affecting the organizational climate, including employees and the surrounding community;
- Issues of diversity and inclusion to effectively and progressively manage and oversee the needs of the diverse workforce and surrounding community; and
- Modern innovation to strategically align the business needs of the District with the technology available in order to streamline processes and systems to effectively and efficiently deliver services to internal and external customers.

The ideal candidate must be able to:

- Evaluate, monitor, and lead service improvements designed to facilitate organizational unity and the effective and efficient delivery of services;
- Initiate, develop, and implement goals, objectives, policies, procedures, work standards, and internal controls;
- Balance conflicting objectives and policies; diplomatically identify and administer effective resolutions;
- Select, motivate, supervise, and evaluate managers and staff;
- Establish and maintain cooperative and effective working relationships with a variety of employee organizations, local, state, and federal legislative representatives, District staff and the general public;
- Maintain and exhibit discretion and integrity when handling sensitive information;
- Communicate effectively including strong written and oral communication skills;
- Provide effective leadership in a diversely staffed organization, consistent with executive direction and agency values;
- Represent the District in the community including public speaking;
- Manage complex projects involving multi-teams and requiring coordination and collaboration with external agencies and high level executive managers.

Finally, the selected candidate will be a confident leader and manager with strong interpersonal and staff relationships skills. Candidates must be good listeners and possess energy and enthusiasm. This person must be politically savvy, open to the ideas of others, flexible, able to think outside the “box,” create partnerships, build consensus, and bring harmony and cohesion to the various interests of the District. The selected candidate must be fair in dealing with issues and people and possess professional and personal integrity, high moral standards, and strong ethics. Other attributes include the ability to command and earn respect throughout all levels of the organization and in the community, be a team player with a “can do” attitude, and facilitate and resolve a variety of complex issues and challenges.



THE COMPENSATION

The salary for the Chief Administrative Officer is \$180,024.00 – 256,526.40 annually; placement within this range will be dependent upon qualifications. The District also provides an excellent comprehensive benefits package including a defined benefit retirement plan; medical, dental, and vision insurance; paid time off; a flexible spending account; and an employee assistance program. It is the policy of the District that Unclassified employees are employed at the will of the CEO/Appointing Authority.

TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online.

**Filing Deadline:
November 27, 2016**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the Santa Clara Valley Water District. Candidates will be advised of the status of the recruitment following selection of the Chief Operating Officer – Administrative Services.

If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080

