



VALLEY WATER
invites applications for the position of:

ASSISTANT CHIEF EXECUTIVE OFFICER

An Equal Opportunity Employer

Salary: Depends on Qualifications

SALARY:

OPENING DATE: 06/24/20

CLOSING DATE: 07/01/20 05:00 PM

DESCRIPTION:

INTERNAL ONLY POSTING

ASSISTANT CHIEF EXECUTIVE OFFICER, OPERATIONS

THE POSITION

The Assistant Chief Executive Officer (ACEO) is an executive leadership position that reports directly to the Chief Executive Officer (CEO). The ACEO will have responsibility for ensuring Watershed and Water Utility Enterprise Operations are strategic and collaborative and will play an instrumental role in developing and executing short- and long-term strategic goals and objectives. They will also ensure programs and projects meet the needs of the community and comply with applicable regulatory requirements and will represent the Chief Executive Officer and Santa Clara Valley Water District (Valley Water) in interactions with the public and other organizations.

Additionally, the position provides highly complex assistance to the CEO in a variety of administrative, management, and liaison capacities, providing leadership to the Chief Operating Officers (COOs) and Deputy Operating Officers, and developing and implementing agency-wide and Watershed and Water Utility divisional programs, projects, initiatives, policies, and procedures.

The selected candidate will function as the CEO in his/her absence.

Essential responsibilities and duties include:

- Provides leadership and direction to the Watershed and Water Utility Enterprise divisions to maintain business and operating integrity of Valley Water in accordance with CEO and Board of Directors goals, objectives, policies, and strategic direction.
- Directs the development, implementation, and evaluation of operations, engineering,

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administrative, and business plans, programs, projects, policies, and activities to achieve short- and long-term agency-wide and divisional goals and objectives.

- Directs and coordinates the preparation of analyses and recommendations regarding policy, regulatory, and legislative issues and changes; advises the CEO on and formulates and implements operations policy, programs, and projects to meet community and customer needs and ensure regulatory and legal compliance.
- Participates in industry and intergovernmental activities to influence legislative and regulatory changes consistent with Valley Water's interests and needs; represents Valley Water before local, state, and federal legislative and administrative bodies, community organizations, employee organizations, and the general public.
- Directs the development and administration of Watershed and Water Utility Enterprise divisions' operating and capital improvement budgets and ensures adherence with sound, accurate method of accounting and budgeting; reviews and approves budget requests and monitors expenditures.
- Provides leadership to the COOs and management to plan, supervise, direct, develop, and ensure a high-performing work environment consistent with sound management principles and Valley Water's mission and values.
- Directs research in engineering and operations practices; leads and directs the utilization of practices and new methods and processes to produce the greatest efficiency and economy in Valley Water operations and comprehensive flood control and water supply programs.
- Reviews proposals for major projects and makes recommendations to the CEO; coordinates major Valley Water projects with the other Valley Water staff and agencies.
- Directs and/or prepares and presents special studies and reports requested by the CEO and/or Board of Directors; interfaces regularly with the Board of Directors.
- Acts as the CEO in his/her absence.
- Performs the full human resource responsibilities associated with the organizational designation of "Appointing Authority."

THE IDEAL CANDIDATE

The ideal candidate has a successful track record of demonstrated leadership, proven accomplishments, and superior performance in a public agency, public utility, municipal organization, or a closely related organization. To ensure success, they will need to be results-oriented with a direct, yet collaborative work style and be able to successfully facilitate positive outcomes.

The individual selected will be nimble and flexible in addressing new and complex issues in a dynamic environment. This person will also demonstrate strong communication and social skills and the ability to establish relationships with State and Federal counterparts, elected officials, and members of the community.

The selected candidate will be a confident leader and manager with exceptional technical and critical thinking skills, specifically an ability to think big and position the organization to achieve tangible outcomes and implement solutions to complex problems. The candidate must be a good listener and trusted advisor to peers, the leadership team, and the Board of Directors with the ability to create partnerships and leverage those partnerships to ensure Valley Water achieves its goals. Other attributes include a reputation of trust within the community, and a highly collaborative and supportive leader with an established ability to align key stakeholders to decisions.

A Bachelor's degree from an accredited college or university with major coursework in engineering, business administration, public administration, or a closely related field is required.

Minimum experience requirements include eight (8) years of increasingly responsible administrative or managerial experience in engineering, flood control management, and/or water operations management in the public sector or water-related industry within the most recent ten (10) years, including three (3) years in a high-level administrative role with management responsibility. They must possess a valid California driver's license and maintain a satisfactory driving record.

The ideal candidate must be knowledgeable of:

- Principles, practices, and methods of leadership in a public agency, including governance, strategic planning, performance measurement, Continuous Quality Improvement, budget management, and policy and procedure development and implementation.
- Principles and practices of effective leadership and staff supervision, including selection, training and development, dynamics of 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.
- Principles and practices of flood management, water resources management, watershed stewardship, and capital project design and construction.
- Social, political, and environmental issues influencing assigned functional areas.
- Applicable federal, state, and local laws, regulatory codes, and ordinances, and Valley Water policies and procedures relevant to assigned area of responsibility.

The ideal candidate must be able to:

- Initiate, develop, and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Initiate, develop, and implement comprehensive service delivery programs to accomplish the objectives defined by the CEO.
- Balance conflicting objectives and policies; identify and administer effective resolutions.
- Understand, interpret, explain, and apply federal, state, and local laws, regulatory codes, and ordinances, and Valley Water policies and procedures relevant to assigned area of responsibility.
- Provide leadership and direction in the selection, motivation, supervision, and evaluation of management and staff.
- Analyze organizational and administrative problems and work cooperatively with the CEO and management to improve the effectiveness of Valley Water operations.
- Maintain and exhibit discretion and integrity when handling sensitive information.
- Provide effective leadership in a diversely staffed organization, consistent with executive direction and Valley Water values.
- Manage complex projects involving multiple stakeholders and requiring coordination and collaboration with external agencies and high-level executive managers.
- Effectively represent Valley Water in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with the public.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

THE COMPENSATION

The salary for the Assistant Chief Executive Officer is \$305,822.40–\$355,825.60 annually; placement within this range will be dependent upon qualifications. This position is designated as unclassified/at-will and it is the policy of Valley Water that Unclassified employees are employed at the will of the CEO.

TO APPLY

If you are interested in this outstanding opportunity, please send a cover letter and your resume to CLetts@valleywater.org to apply.

Application Deadline: **Wednesday, July 1, 2020.**

Following the closing date, resumes will be screened according to the qualifications outlined above and the most qualified will be invited to interviews.

APPLY ONLINE AT:
<https://www.valleywater.org/>

Job #01140-U
ASSISTANT CHIEF EXECUTIVE OFFICER
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OUR OFFICES ARE LOCATED AT:
5750 Almaden Expressway
San Jose, CA 95118
1-408-630-2260
recruit@valleywater.org

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