

Elk Grove Water District



A DEPARTMENT OF THE
Florin Resource Conservation District



**FLORIN RESOURCE
CONSERVATION DISTRICT**
(Elk Grove Water District)

PROGRAM MANAGER



UNIQUE OPPORTUNITY

The Florin Resource Conservation District/Elk Grove Water District (District) seeks an energetic, collaborative, public service oriented professional to join the District's leadership team. If you embrace a position that offers a multitude of responsibilities and a diversity of challenging and rewarding assignments, we hope you will consider this exceptional career opportunity.



THE COMMUNITY

Elk Grove was established in 1850 as a hotel and stage coach stop. Located about 15 miles south of historic Sutter's Fort, Elk Grove became a crossroads for business, entertainment, mail service and agriculture, while acting as a home base for gold miners in the region. A close-knit community evolved with a distinctly rural and western lifestyle.

Today, Elk Grove is among the fastest growing areas in the region and California's first new city of the 21st Century. Located halfway between the Pacific Ocean (San Francisco) to the west, and the Sierra Nevada Mountains (Lake Tahoe) to the east, Elk Grove is a family-oriented community where opportunity is around every corner. The city offers everything from starter homes to ranch estates, and provides a safe, youthful environment where families put down roots. Its population of more than 170,000 is diverse in ethnicity, age and income levels.

As the population has grown, so have its retail and service businesses. This has allowed Elk Grove to beautifully blend that small-town feeling with all the amenities of an urban area. With the explosion of growth, a conscious effort has been made to maintain the community's character.

The area has also taken steps to ensure that business and residential developments don't displace the natural beauty of the region by preserving open spaces such as the Cosumnes River Preserve and the Stone Lakes Wildlife Refuge. In addition, the community enjoys one of the finest park systems in the region, with over 50 parks including picnic areas, softball fields, a skate park and swim center. In fact, Elk Grove is known for its excellence in park systems management.

The region continues to offer some of the most affordable housing prices in the state. Many new residents have relocated from the San Francisco Bay Area and

Southern California to take advantage of the area's employment opportunities, low housing prices, reasonable cost of living, and competitive salaries.

THE FLORIN RESOURCE CONSERVATION DISTRICT (ELK GROVE WATER DISTRICT)

The Florin Resource Conservation District (FRCD) was established as a special district in 1953 as part of the Public Resources Code Section 9151. FRCD is governed by a five-member board of directors who are elected by citizens of the District to four-year staggered terms. FRCD acquired the Elk Grove Water District (EGWD) in 1999. EGWD operates as a public entity and department of FRCD.

The Elk Grove Water District presently covers approximately 13 square miles of service area, with boundaries north to Sheldon Road, west to Highway 99, and southeast to Grantline Road (exclusive of the Union Industrial Park). The District currently serves about 45,000 customers, with a projected population of 51,000 customers at build out. There are approximately 12,500 active service connections with 14,500 connections projected at total build out.

Mission

"Continually committed to outstanding customer service along with supplying our customers with excellent, safe, affordable water for current and future generations"

Visit the District's website at:
www.egwd.org

THE POSITION

The Program Manager reports to the District's General Manager and serves as a member of the District's leadership team. The Program Manager is an exempt position providing project and program management, and administration; conducts administrative



research; completes grant applications and manages grants; conducts legislative tracking; and coordinates and implements other District programs. The Program Manager will oversee the District's conservation efforts and be responsible for planning, coordinating, implementing, and enforcing the District's accident prevention and safety program in compliance with all Federal and State industrial safety codes, regulations, and standards. The Program Manager coordinates with external agencies, the media, and the community, with responsibility for planning, developing, and conducting external and internal information and education programs.

Among the primary programs and initiatives the new Program Manager will be asked to address include:

- Tracking legislation affecting District operations/affairs; successfully interfacing with legislative lobbyists to protect the interests of the District.
- Proactively seeking funding opportunities (grants) to supplement District revenues to best serve the needs of the community.
- Managing/coordinating the District's safety program to provide for the health and welfare of District personnel and the public.

- Leading the District's conservation initiatives including reworking the water conservation plan. This effort will offer the opportunity to develop a public education program that will include outreach to the area's schools.
- Complete an update to the Water Shortage Contingency Plan to ensure actionable objectives, internal coherence, and realistic funding and policy recommendations.

IDEAL CANDIDATE

The ideal candidate will be a team player, have a passion for public service, and possess the interpersonal skills to interface with the District's numerous stakeholders. Strong candidates will have extensive backgrounds in program and project management, with the ability to oversee multiple assignments and priorities. As such, outstanding organizational skills are essential for success in this position. Strong communication skills, both verbal and written are paramount, as the Program Manager will produce informational materials for internal and public consumption, as well as serve as a District representative to external stakeholders including the community. Ideal candidates will possess a strong customer service ethic with the ability to establish and maintain positive and cooperative working relationships across all levels of the organization.

Desirable Qualifications

Experience: Five years of relevant government experience, AND:

Education: A Bachelor's degree from an accredited college or university in business, public administration, or a technically related field.

In addition to the aforementioned experience and requirements, the District's leadership has identified the following additional qualities as important criteria to be utilized in the selection process:

Professional and Personal Characteristics

- Detail oriented with a "roll up your sleeves" approach who is willing to dig deep to find answers and recommend solutions
- A self-starter with a can-do attitude
- Team-player; collaborative approach/style
- Technologically savvy
- Anticipates problems; proactive and not reactive
- Sound strategic thinker and problem solver
- Exercises good judgment in decision making
- Effective communicator with strong interpersonal skills
- Highest degree of integrity and ethical conduct
- A person of humility; not ego-driven
- Strong customer orientation

COMPENSATION

The salary range for the Program Manager is negotiable up to **\$116,584** based on qualifications and experience. The actual salary will be based on the qualifications of the successful candidate. The District offers a comprehensive benefit package. Basic features include:

Longevity Pay - All Employees will receive 1/2% percent of their salary, per year after year 6 up to the 15th year where it will cap at 5%. The employee will continue to receive Longevity pay annually, every year following the 15th year at the capped amount. The Longevity pay is in addition to the employees' annual salary and reported to CalPERS.

Retirement – The District participates in the Public Employees' Retirement System with the 2% at age 55 formula (average three highest years) for members before January 2013. Those members pay 6% of their contributions. New members after January 2013 have a formula of 2% at 62 and pay 6.25% of their contributions. The District does not participate in Social Security.

Health Insurance – District provides medical, dental and vision plan coverage for employee and eligible dependents.

Life Insurance – District pays premium cost for employee and eligible dependents – 2 times annual salary not to exceed \$150,000.

Holidays, and Vacation Leave – 12 paid holidays; 12 days of personal time off; vacation starting at one week and increasing based on years of service.

Administrative Leave – 10 days credited at the beginning of each fiscal year to be used or forfeited.

The District also operates on a 9/80 work schedule with every other Friday off.

Other elements of the District's benefit plan include an Employee Assistance Program and Deferred Compensation Plan.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Resume should reflect size (staff/budget) and scope of recent responsibilities, as well as years **and** months of beginning/ending dates of positions held. To be considered for this outstanding career opportunity, please submit your resume, cover letter, current salary and six work-related references by **Friday, February 7, 2020** to: <https://executivesearch.cpshr.us/JobDetail?ID=608>

Preliminary screening interviews will be conducted by the consultant in mid February with the most qualified applicants. CPS HR Consulting will report the results to the District. The District will then select candidates to be invited to participate in an assessment process scheduled for **early March**. An offer of appointment is expected shortly thereafter following extensive reference and background checks. For additional information about this position please contact:

CPS HR CONSULTING

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