



# **Central Contra Costa Sanitary District**

*Announces an exciting employment  
opportunity for*

## **GENERAL MANAGER**

**APPLICATION DEADLINE:**

**March 26, 2013**



Solving the Human Resources Puzzle Since 1984

**Koff & Associates, Inc.**

## The Community

Central Contra Costa Sanitary District (“Central San”) is located in the County of Contra Costa, California. The County was incorporated in 1850 as one of the original 27 counties of the State of California. The County’s 750 square miles are ideally located in the San Francisco Bay Area. It has a temperate climate, beautiful geographical setting, and shares in California’s continuing growth.

The County is comprised of varied suburban, industrial, agricultural, and port areas. The central County area boasts beautiful natural features, attractive shopping areas, and top-ranking schools and higher education institutions. Due to the presence of relatively high-wages, skilled jobs, and relatively wealthy residents, the County achieves high rankings among all California counties on a variety of income measurements.

Over one million people reside in the County, and enjoy outdoor recreational facilities ranging from boating, water skiing, and fishing in the Bay and Delta to hiking, horseback riding, and camping in Mount Diablo State Park. Cultural resources include numerous local theatres, art, and music centers, as well as the vast cultural and recreational opportunities of nearby San Francisco and Oakland, as well as Napa and Sonoma Counties’ famous wine region.

## The District

Established in 1946, Central San is a special enterprise district with a five-member elected Board of Directors. Central San is responsible for the collection and treatment of wastewater in a 146-square mile area of central Contra Costa County. Central San serves approximately 461,000 residents and more than 3,000 businesses in 10 cities. Our mission is to protect public health and the environment.

Central San is responsible for maintaining, cleaning, and repairing 1,500 miles of sewer lines and 18 pumping stations. District departments include Administration, Engineering, and Operations. Central San also operates an environmental laboratory and household hazardous waste collection facility.

Central San’s mission, vision, and values reflect how our 250 dedicated employees and five-member Board of Directors achieve our ultimate goal: providing the best possible service to the community at reasonable rates while protecting public health and the environment. Central San not only meets industry standards; we set them. In fact, we’ve been recognized by Federal and State governments for our on-going level of excellence.



The District is committed to continuous improvement in a team-based environment. Employees are encouraged to interact with their supervisors and co-workers, contributing to a culture that values employee input and ideas.

## The Treatment Plant

Located in Martinez, the Treatment Plant has a treatment capacity of 54 million gallons per day (mgd) and 240 mgd of wet weather flow. The Plant Operations building houses the Operation Center, a state-of-the-art computerized system that monitors and controls every phase of the treatment process. The facility is staffed 24 hours a day, 365 days a year. Opened in 1948 and upgraded several times in its 63 year history, the treatment plant treats an average of 45 million gallons of wastewater per day.

Wastewater moves through the District’s sewer lines, finally arriving at the plant’s headworks to begin treatment. Most of the wastewater is treated to a secondary level, disinfected by ultraviolet light, and then discharged into Suisun Bay. Approximately 600 million gallons per year are treated to a tertiary level through additional filtration and disinfection before being distributed as Recycled Water for landscape irrigation, industrial processes, and plant operations. The cogeneration facility uses a combination of methane from a landfill and natural gas to produce electricity and steam for the plant, accounting for more than 90% of the plant’s daily power needs.

The Central San Treatment Plant recently received the National Association of Clean Water Agencies (NACWA) Platinum Award for its 13th year of complete compliance with all Federal and State regulations.

## The Position

Central San is looking for a dynamic and results oriented leader to direct, manage, and administer all operational, engineering, and administrative activities of the District. The General Manager receives general and fiscal policy direction from the Board of Directors and is ultimately responsible for carrying out the District's mission, vision, and values.

This position will be responsible for overseeing all three Departments with an estimated annual operating budget of \$100 million and will be responsible for addressing a variety of organizational matters to ensure the fiscal and operational health of the District while continuing the District's commitment to excellent customer service.



## Education & Experience Requirements

➤ Ten (10) years of broad and complex management experience in a responsible capacity involving the management, planning, and operation of a wastewater/water agency.

➤ Equivalent to a Bachelor's degree from an accredited college or university, with major coursework in business, public administration, engineering, or a related field. Four (4) years of additional qualifying experience may be substituted for the degree.

➤ A Master's degree in business, public administration, or engineering is desirable.

➤ Possession of, or ability to obtain, a valid California Driver license by time of appointment.



## Essential Duties of the Position

- With general direction from the Board, manage the development and implementation of the District-wide strategic plan as well as District goals, objectives, and priorities.
- Oversee the preparation of the District's annual budget and direct the general financial planning policies as approved by the Board.
- Select, train, evaluate, and monitor the performance of management staff and develop and implement succession planning tools and objectives.
- Oversee the District's labor and employee/employer relations, policies, and procedures.
- Evaluate the effectiveness of established District-wide programs/services and develop and implement new programs as mandated by law or community needs.
- Effectively represent the District before local, state, and federal agencies, technical groups, community organizations, political bodies, committees, and the general public.
- Actively participate in various wastewater/water industry organizations in order to advocate District interests and objectives.



## Benefits

**Health Benefits:** Health insurance with vision and chiropractic benefits, dental, and life for employees and their eligible dependents, plus long-term disability insurance for the employee. Choice of Kaiser and Health Net HMO insurance for employee and eligible dependents fully paid by the District. Health Net PPO is also available and is partially paid by the District. Employees covered by another health plan may waive District coverage and receive \$400 per month.

**Dental Plan:** Coverage for employee and eligible dependents is fully paid by Central San.

**Retirement Program:** Central San employees are members of the Contra Costa County Employees' Retirement Association with reciprocity to PERS. The formula for new employees is 2%@ 62 unless reciprocity is established with an eligible retirement system. The formula for new employees with reciprocity is 2%@ 55.

**Deferred Compensation:** Central San does not participate in Social Security except for a mandatory Medicare contribution. Instead, Central San contributes to a 401(a) plan an amount equivalent to the employer contribution to Social Security which is currently 6.2%. A voluntary 457 Deferred Compensation plan is also available.

**Cafeteria Plan:** The District gives management employees a monthly allowance of \$425 toward the selection of additional benefits, including non-taxable options.

**Leaves:** Central San offers generous vacation and sick leave benefits as well as 13 paid holidays per year. In addition, managers receive 5 days of administrative leave annually.

**Additional Benefits:** Other benefits include a professional development (authorized travel and training reimbursement) plan, employee assistance programs, a worldwide travel assistance plan, longevity compensation, sick leave incentive program, retiree benefits, credit union privileges, and a comprehensive wellness program including an on-site gym. In addition, the Employees Activities Committee offers reduced fee group membership in the Big C Athletic Club.

## Compensation

The Salary of the General Manager is based upon a five step range from \$18,421 to \$22,391 a month.

## Important Application Information

To apply for this outstanding opportunity, please visit the District's website at [www.centalsan.org](http://www.centalsan.org) to submit an application online. A cover letter outlining your interest in the position and a resume are also required. The deadline to apply is 5:00 p.m., March 26, 2013.

For further information, contact Koff & Associates, Inc., Attention: Georg Krammer, phone: (510) 658-5633; email: [gkrammer@koffassociates.com](mailto:gkrammer@koffassociates.com).

Following the closing date, applications will be screened in relation to the criteria outlined in this brochure. The most qualified candidates will be invited to personal interviews with Koff & 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 Central Contra Costa Sanitary District. Candidates will be advised of the status of the recruitment following selection of the General Manager.

Successful candidates not currently employed in regular status by the District must pass a pre-employment physical, background and credit check to be considered for employment.

**Central Contra Costa Sanitary District is an equal opportunity employer encouraging workforce diversity.**

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.

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**by 5:00 p.m.**



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