



GENERAL MANAGER



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

THE DISTRICT

The West Basin Municipal Water District (West Basin) serves a population of nearly a million people living within 17 cities in the South Bay, as well as unincorporated areas of Los Angeles County. Those cities include Carson, Culver City, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lomita, Malibu, Manhattan Beach, Palos Verdes Estates, Rancho Palos Verdes, Redondo Beach, Rolling Hills, Rolling Hills Estates, West Hollywood, and the unincorporated areas of Athens, Del Aire, El Camino Village, Howard, Ladera Heights, Lennox, Marina Del Rey, Ross-Sexton, Topanga, Torrance, View Park, and Windsor Hills. West Basin has a total staff of 50 Full-Time Equivalent's, a budget of \$223.8 million, and a \$200.7 million 5-year Capital Improvement Program (CIP).

Established in 1947, West Basin ensures the South Bay region has a safe and reliable supply of drinking water for current and future needs. Due to over pumping of the groundwater basins in the 1940's, it was determined that a special district was required. A year after being formed, West Basin became a member agency of the Metropolitan Water District of Southern California (MWD), an agency providing the region with imported water.

West Basin purchases imported water from MWD and wholesales the imported water to cities, mutual water companies, investor-owned utilities, and private companies in southwest Los Angeles County. Imported water is transported through the expansive Colorado River Aqueduct system and from Northern California through the State Water Project. To protect against seawater intrusion, West Basin provides its high-quality recycled water for injection into the South Bay's groundwater basin. West Basin recycled water can also be used for irrigation, commercial sites, and industrial processes.

Located in El Segundo, the Edward C. Little Water Recycling Facility is the largest treatment facility of its type in the country, and currently provides approximately 11 billion gallons of water annually to nearly 450 connections in the South Bay area. West Basin has received numerous recognitions honoring its accomplishments and has the only facility in the nation producing five "fit-for-purpose" types of recycled water. The facility's visitor center is also the home to a nationally recognized and award-winning youth program with interactive exhibits that promote active learning.

West Basin is a national leader in the use of membrane filtration and desalination, looking to expand recycled water use and groundwater replenishment in the region.

West Basin is also currently evaluating the potential construction of a full-scale 20 mgd ocean desalination plant in El Segundo, California.

West Basin is an award-winning agency. In 2007, West Basin received the Highly Commended Public Water Agency



of the Year award from the market-leading publication of water projects worldwide, Global Water Intelligence. In winning the 3rd highest global award, West Basin joined other winners, such as the Ministry of Water and Electricity in Saudi Arabia, Acuamed in Spain, and Western Australia Water for being "a public sector organization which has made the greatest contribution to meeting the challenges of water supply during 2006."

THE POSITION

Under general direction from the Board of Directors, the General Manager directs and oversees the administrative, public relations, personnel, operations, and general affairs of West Basin. The incumbent represents the Board's policies and programs with employees, community organizations, MWD, and the general public. They also work with the Board to implement West Basin's Strategic Business Plan and ensures execution of short and long-term goals and objectives, consistent with the mission of West Basin and vision of the Board. The incumbent also reviews budgets and makes recommendations to the Board on final expenditure levels; oversees employer-employee relations; provides day-to-day leadership and ensures that West Basin operations and functions effectively serve the needs of customers throughout its service area, while complying with applicable laws and regulations.

THE IDEAL CANDIDATE

The West Basin Municipal Water District is seeking a transformational leader and strategic thinker to be the next General Manager. The ideal candidate will be well-rounded and capable of organizing and directing staff to accomplish West Basin's goals. West Basin is also seeking a business savvy individual with a broad background and willingness to make a long-term commitment to the agency. A firm, but fair decision-maker who will hold



staff accountable will be valued. The successful candidate will possess a solid understanding of state regulations and experience in a municipal setting as well as a small district. Strong communication, customer service, and relationship-building skills are essential to success in this role.

The General Manager will be open, honest, respectful, and loyal. Through strong leadership and high ethical standards, the incumbent will serve as a role model and mentor to all staff by encouraging professional growth, development, and training. The new General Manager should be an innovative and visionary leader with an eye to the future of West Basin. The ideal candidate will possess a management style that emphasizes teamwork, accountability, participation, communication, and collaboration. A General Manager who will inspire West Basin staff to work together in order to create a more efficient and effective working environment, through productivity and technological improvements is encouraged to apply.

The General Manager must be professional, accessible, responsive, and enthusiastic and will be committed to creating a positive working environment where the sharing of information, ideas, and feedback is encouraged and supported. Individuals who have a history of building and maintaining employee morale are highly desired. The incumbent will be a creative problem solver who is able to identify key issues in complex situations, evaluate options, and initiate strategies for resolution. A strategic and analytical thinker who possesses the self-confidence to be a catalyst for continuous change is desired.

The ideal candidate will have the ability to work cooperatively with the Board of Directors in establishing the goals and objectives for the agency. The Board is seeking candidates who will follow the vision and direction of the Board and effectively communicate that information to West Basin staff to generate their buy-in to achieve the goals and objectives of the agency. An incumbent who is politically astute yet apolitical will be valued. Competitive candidates will be able to demonstrate excellent public relations skills and diplomacy. West Basin is seeking candidates who will be able to effectively interact with the community to work collaboratively for community growth.

QUALIFICATIONS

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a Bachelor's degree in business administration, engineering, public administration, or a closely related field; and over ten (10) years of progressively responsible executive or managerial



experience in the water industry, including experience in the operations or administration of an appropriate public utility; and five (5) years of management and administrative responsibility. A Master's degree in business administration, engineering, public administration or a closely related field is preferred.

THE COMPENSATION

The salary range for the General Manager is dependent on qualifications and experience. West Basin also offers a competitive benefits package including:

CalPERS Retirement – 2% @ 62 for “new” members and 3% at 60 for “classic” members. West Basin also participates in Social Security.

Health Insurance – Medical and Dental Insurance premiums are fully paid by West Basin.

- Choice of Anthem Blue Cross PPO, Anthem California Care HMO or Kaiser HMO plans.
- Delta Dental PPO plan.
- Eligible domestic partners and dependents may be covered.
- Eligible health expenses may be reimbursed up to \$4,000 per year for employee, \$8,000 for employee and dependent, and \$12,000 for family coverage.

Vehicle Allowance –

Monthly allowance/reimbursement for the use of personal vehicle will be granted in a dollar amount to be determined.

Life Insurance – West Basin provides term life insurance equivalent to two times annual salary up to \$150,000 including Accidental Death & Dismemberment (AD&D).

Employee Assistance Program (EAP) –

EAP services are completely confidential and provided through Anthem Blue Cross at no cost to the employee and family members.



Disability Insurance – Fully paid short and long-term disability insurance plans.

Employee Development Program – West Basin reimburses a maximum of \$9,000 per fiscal year for the costs of tuition, applicable fees, and required books, for approved job-related coursework in order to obtain a Bachelor's or Master's degree.

Deferred Compensation – West Basin offers a CalPERS Section 457 Deferred Compensation Plan and a ROTH 457 option.

Holidays – 13 paid holidays annually, in addition to 5 days of administrative leave.

9/80 Alternative Work Schedule – West Basin offers a 9/80 work schedule that consists of 80 consecutive hours, with 9 workdays in a two week pay period. The work schedule is comprised of four 9-hour days per week and one 8-hour workday every other week.

Vacation – Vacation leave is earned each pay period in paid status. The maximum accrual is equivalent to two years accrual plus 10 days. Vacation leave is earned at the following annual rates:

0 – 5 years of service	80 hours	(Maximum accrual is 240 hours)
6 – 10 years of service	120 hours	(Maximum accrual is 320 hours)
11 – 12 years of service	128 hours	(Maximum accrual is 336 hours)
13 – 14 years of service	136 hours	(Maximum accrual is 352 hours)
15+ years of service	160 hours	(Maximum accrual is 400 hours)

Sick Leave – Sick leave is accrued at a rate equivalent to 8 hours per month up to a maximum of 96 hours per year. One-half of all accrued and unused sick leave in excess of 960 hours is paid annually, and up to 120 days (960 hours) of accrued and unused sick leave is paid upon separation of employment.

Other Leaves – West Basin provides 10 days of paid bereavement leave in the event of a death in the immediate family of the employee. Paid leave for jury duty, time served as a witness when subpoenaed, blood donation, voting during a general election, and for active military service.

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

Filing Deadline:

December 12, 2021

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to interview 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 West Basin Board of Directors. Candidates will be advised of the status of the recruitment following selection of the General Manager.

If you have any questions, please contact Ms. Valerie Phillips at:

(916) 784-9080

