



# General Manager





## THE AREA

The South Placer Municipal Utility District is looking for an outstanding General Manager to lead its mission of protecting the public health and water environment, providing efficient and effective sanitary sewer services, and preparing for the future. The District has a reputation as a highly desirable District and has won numerous industry awards.

The District's borders are located northwest of Sacramento in South Placer County. Placer County is one of the top ten fastest-growing counties in the State with steady population growth.

Placer County stretches from the more urban South Placer, through the historic Gold Country foothills, into the high Sierras of North Lake Tahoe. Visitors and residents experience a mix of sports and activities for all four seasons, outdoor adventures, tantalizing food and wine grown in the County's Mediterranean climate, world-class shopping, dining, arts and culture, and more.



## THE DISTRICT

The South Placer Municipal Utility District is a California Special District operating under the State of California Municipal Utility District (MUD) Act. The District provides sanitary sewer services to the City of Rocklin, the Town of Loomis, and the unincorporated Placer County communities of Penryn, Newcastle, and portions of Granite Bay. The District operates the sewer collection system and transmits wastewater to regional treatment facilities operated by the City of Roseville and financed by the South Placer Wastewater Authority (SPWA). The District's service area covers 31 square miles and provides service to 25,298 connections or the equivalent population of about 85,775 people. The District collects the sewage and transports it via 290 miles of District-owned and operated sewer mains. The District also maintains an additional 122 miles of lower laterals, 13 lift stations, and 11 metering stations in addition to related buildings, equipment, and facilities. The headquarters are located in Rocklin, California.



The District has an excellent reputation as a well-managed and distinguished organization and has won numerous industry awards. In 2020, it was awarded the California Environmental Association's (CWEA), Collection System of the Year Award for a medium-sized system. Since 2019, the District has been awarded annually the Government Finance Officers Association (GFOA) Certificate in Achievement for Excellence in Financial Reporting. In 2023, the District received the GFOA Distinguished Budget Presentation Award. The District has continually received the Transparency Certificate of Excellence Award from the Special District Leadership Foundation for outstanding efforts to promote transparency and good governance.

The 2023-27 Strategic Plan was adopted by the SPMUD Board and outlines strategic priorities and combines those with work plans to direct work to implement the priorities. The five major strategic priorities are as follows:

- » Maintain an excellent regulatory compliance record.
- » Prepare for the future and foreseeable emergencies.
- » Leverage existing and applicable technologies to improve efficiencies.
- » Provide exceptional value for the cost of sewer service.
- » Make SPMUD a great place to work.

South Placer Municipal Utility District Vision Statement: *To be a reliable, innovative, sustainable, efficient, and cost-effective service provider.*

The District promotes a diverse and inclusive workforce

The District currently has the lowest monthly service fee in the region at \$37.44 a month. To learn more about the District, visit: [www.spmud.ca.gov](http://www.spmud.ca.gov).



## CORE VALUES

**INTEGRITY:** We will be trustworthy, truthful, and honest.

**STEWARDSHIP:** We will be accountable and committed to responsible management and respect our environment.

**SERVICE:** We will be responsible, reliable, respectful, and put the needs of our customers first.

**QUALITY:** We will be dedicated to continuous improvement.

## THE POSITION

The General Manager is responsible for the day-to-day operations of the District and reports to a five-member elected board of directors that is elected to four-year terms and meets as a board the first Thursday of every month. The Board also has several committees that meet regularly, including a Fee and Finance Advisory Committee, a Personnel Advisory Committee, and an Infrastructure Advisory Committee. Each board member represents one of the five District wards.

The General Manager plans, organizes, directs, and reviews the overall administrative activities and operations of the District; advises and assists the Board; and represents the District's interests at local, regional, State, and Federal levels. The General Manager leads the District by providing technical and strategic planning and development for programs, projects, and future growth.

The General Manager oversees three departments: Field Services, Technical Services, and Administrative Services managed by the District Superintendent, District Engineer, and Administrative Services Manager, respectively. Currently, there are 29 full-time employees working for the District. In general, all operation and maintenance services are performed by Field Services staff; all engineering, development improvements, construction activity and inspections are performed by Technical Services staff; and all utility billing and account services, finance, and human resources are performed by the Administrative Service staff. District Audit and Legal Services are performed under contract. The General Manager oversees a budget with projected operating revenues of \$18.64 million in 2023/24.

## IDEAL CANDIDATE

The Board of Directors has identified the following desirable qualities for their next General Manager:

- » Knowledge of local, state, and federal regulations and laws governing the management, construction, operation, safety, and maintenance of a sewer district.
- » Be articulate, credible, trustworthy, flexible but decisive, friendly, diplomatic, collaborative, and charismatic.
- » Has a strong commitment to public service and the community, and have the ability to develop strong, positive relationships with regional partners, staff, as well as the District's customers.
- » Well-developed skills in strategic and financial planning, people management, and regulatory affairs.
- » Be a manager who possesses the demonstrated ability to develop, mentor, and empower employees while holding them accountable.
- » Excellent community outreach and communication/listening skills.
- » Familiarity with grants and other funding opportunities that might be available to the District.
- » Forward-thinking while still being able to manage the challenges of the present.

## PRIORITIES

In addition, the Board has identified key priorities for the next General Manager, which include:

- » A large portion of the District's collection system was installed prior to 1970 and the assets are approaching the end of their useful life. A significant number of replacements will occur over the next decade, with peak replacements beginning in fiscal year 2035.
- » Address projects identified in the Waste Collection System Evaluation and Capacity Assurance Plan.
- » Monitor and interact with the SPWA and regional partners on sewer collection, wastewater treatment services, funding, and regional needs.
- » Allocate fees and costs amongst various users using current data.
- » Develop a tactical asset management plan.

## EXPERIENCE AND EDUCATION

- » Bachelor's Degree or higher from an accredited college or university in engineering, business, public administration, or a closely related field; a Master's Degree is desirable.
- » Five years of professional experience at senior-executive level in municipal utility systems, ideally with knowledge of wastewater maintenance systems and progressive responsibility in administration and operation of wastewater systems.
- » A valid California Class C Driver License is required.

### **Additional Qualifications (Desired but not Required)**

- » Registration in the State of California as a Professional Engineer is desirable.
- » Certification as a Collections System Operator by the California Water Environment Association is desirable.



## COMPENSATION AND BENEFITS

The salary range for the position is **\$195,000 to \$237,000** per year.

### Benefits include:

- » Health Insurance-CalPers Health program, District pays up to the Kaiser rates.
- » Vision, dental insurance through Placer County, premium sharing with the District.
- » Retirement-CalPERS Classic 2% @ 55, 2% @ 62 new PERS members.
- » 457(b) Contribution-up to \$250 per pay period District match.
- » 401(a) Supplemental Retirement Plan-annual contribution of 0-5% of the annual salary based on performance.
- » Car Allowance-\$350 per month (\$175 per pay period).
- » Phone Allowance-District Issued Cell Phone or \$60/month allowance (\$30 per pay period).
- » District Paid Life Insurance Policy-\$250,000.
- » Vacation-120 hours per year the first 3 years, 200 hours per year starting the 4th year of service.
- » Sick-96 hours per full year of service.
- » Holidays-11 holidays per year, 1 paid personal day per year.
- » Other benefits at employee cost include additional life, long term disability, sickness insurance, and flexible spending accounts for medical, dental, and childcare services through American Fidelity.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

**The first review of resumes will be July 19, 2024.** To be considered, submit a cover letter, list of six work-related references (who will not be contacted without prior notice), and a resume that reflects the size of staff and budgets you have managed. Your resume should indicate both months and years of beginning/ending dates of positions held.

Please go to our website to submit your application: <https://www.cps hr.us/recruitment/2342>

For more information contact:



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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to a preliminary screening interview conducted by the consultant followed by interviews with the Board of Directors. An appointment will be announced shortly thereafter, following interviews and thorough reference and background checks.

