ORIGINAL

Item V-H:

Discussion/Action re Ad Hoc Committee: General Management recruitment

Attached are handouts prepared by Director Wikle for this item.

Ad / Job posting

General Manager at Sweetwater Springs Water District, Guerneville, CA

Responsibilities
The GM serves as the executive officer of the district, providing day-to-day leadership, and carrying out the expressed policies of the Board of Directors - a five-member publicly elected body. The main GM responsibilities are managing: water systems and services, staff, office and field operations, district resources, communications, negotiations, fiscal operations, projects, district policies, standards/legal compliance, and community relations.

Qualifications

Required:

- Knowledge of water system operation
- College degree in a field related to water district management
- 3+ years management experience
- Contract negotiation experience
- Authorized to work in the U.S., fluent in English, U.S. driver's license
- Proficient with Microsoft Office 97 or above
- Ability to work flexible hours
- Pass a pre-employment exam (including medical, physical, and drug test)
- Resume, salary history, references, and completed application survey (at www.sweetwatersprings.com/applicantsurvey) be sent to: [Recruiting consultant email or postal address)

Desired:

- Experience in the areas described above in Main Responsibilities
- Experience networking with funding agencies, acquiring, and administering grants
- Demonstrable track record
- Experience with emergency response
- Ability to effectively interact with a diverse community
- Excellent interpersonal and communication skills
- Live within 10 miles of district headquarters

Compensation

- Depends on experience and qualifications
- Includes excellent benefit package

Information about the district is available at the District web site:
www.sweetwatersprings.com

Task	Person	FEB				MAR				APR				MAY				JUNE				JULY			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Plan	V & W																								
Create ad	V & W																								
Create candidate survey	V & W																								
Create interview tools (surveys & rating sheets)	V & W & Jack Locey																								
Identify ad agencies	V & W																								
Review plans & docs	Board & GM																								
Revise docs	V & W																								
Select interview committees	V & W																								
Put survey on Web site	W & Web master																								
Contract Recruiter	Mike Gogna																								
Post & run ads	V & W + Recruiter																								
Screen & contact candidates	Recruiter																								
Select candidates	V & W																								
Conduct background checks	Recruiter																								
Schedule phone interviews	Recruiter																								
Conduct phone interviews	V&W																								
Identify candidates to interview	V & W & Jack Locey																								
Schedule candidates for site interviews	Recruiter																								
Conduct interviews	Interview committee																								
Conduct tours	Kevin & Julie																								
Make offer, negiotiate & sign contract	Mike Gogna																								

SWSD GM Candidate Survey
(goes on web site)

Instructions: Complete this survey and either email to: [recruiters email address] or send to [recruiters postal address) by April 30, 2008

Name _____

Experience

Management	☐ < 3 yrs.	☐ 3-5 yrs	☐ > 5 yrs
Managing utility district	☐ < 3 yrs.	☐ 3-5 yrs	☐ > 5 yrs
Preparation & administrating budgets	☐ < 3 yrs.	☐ 3-5 yrs	☐ > 5 yrs
Negiotiation & administrating contracts	☐ < 3 yrs.	☐ 3-5 yrs	☐ > 5 yrs
Labor (union) negotiations	☐ < 3 yrs.	☐ 3-5 yrs	☐ > 5 yrs
Managing construction projects	☐ < 3 yrs.	☐ 3-5 yrs	☐ > 5 yrs
Ability to work flexible hours	☐ Yes	☐ No	
Automatic process control systems (like SCADA)	☐ < 3 yrs.	☐ 3-5 yrs	☐ > 5 yrs
Work with government agencies	☐ < 3 yrs.	☐ 3-5 yrs	☐ > 5 yrs
Grant/loan app & negotiations	☐ < 3 yrs.	☐ 3-5 yrs	☐ > 5 yrs
Experience with emergency response	☐ < 3 yrs.	☐ 3-5 yrs	☐ > 5 yrs
Experience working with media	☐ < 3 yrs.	☐ 3-5 yrs	☐ > 5 yrs
Creating & implement public outreach programs	☐ < 3 yrs.	☐ 3-5 yrs	☐ > 5 yrs
Know of Microsoft office applications	☐ < 3 yrs.	☐ 3-5 yrs	☐ > 5 yrs
Authorized to work in the U.S.	☐ Yes	☐ No	
Fluent in English	☐ Yes	☐ No	
U.S. driver's license	☐ Yes	☐ No	