



## Orange County Water District Executive Director of Engineering and Water Resources

<b>SALARY</b>	\$208,035.00 - \$260,017.00 Annually	<b>LOCATION</b>	Fountain Valley, CA
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	2023-00056
<b>DEPARTMENT</b>	Local Resources	<b>OPENING DATE</b>	01/18/2024
<b>CLOSING DATE</b>	2/2/2024 4:00 PM Pacific		

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### Description

Under general administrative direction, performs highly responsible and complex professional engineering and administrative work while assisting the General Manager in directing and coordinating the activities of the Orange County Water District; promotes effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources; represents the District at outside organizations, works directly with Board members, directly supervises assigned programs, functions, and operations; provides leadership in policy formation; and serves as acting General Manager as required. **This position serves at-will to the General Manager.**

### Examples of Duties

*The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices. Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Serves as a liaison for the 19 Groundwater Producers.
- Prepares and recommends annual rate increases and groundwater pumping amounts to the Board of Directors.
- Manages special projects and programs such as the potential consolidation of OCWD and MWDOC and the annexation process.
- Administers the storage programs with MWD and manages the purchase of imported water.
- Prepares and maintains a five-year operating and financial plan for the District.
- Oversees the preparation of board and committee meeting agenda packets.

- Assists in the preparation of the District's annual budget.
- Manages and coordinates with an outside legal counsel.
- Responsible for implementing the capital improvement program and obtaining grants.
- Plans, assigns, controls, and supervising work staff in various departments of responsibility.
- Handles job stress.
- Interacts effectively with others in the workplace.
- Provides presentations internally and to outside organizations.
- Follows all workplace and job safety rules and policies.
- Performs other duties of a similar nature or level as required.

## **Typical Qualifications**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Advanced principles and practices of public administration including the organization, functions, and problems of water districts.
- Operations, service, and activities of a water district.
- Government, governing body, and legislative processes.
- Principles and practices of budget preparation and administration.
- Current social, political, and economic trends and operating problems of water districts.
- Advanced principles and practices of organization, management and supervision.
- Principles and practices of strategic planning.
- Methods of analyzing, evaluating, and modifying administrative procedures.
- Decision making techniques.
- Pertinent federal, state, and local laws, codes and regulations.
- Principles of effective public relations and interrelationships with community groups and agencies, private business and firms, and other levels of government.
- Advanced interpersonal skills.
- Principles and practices of program development and administration.
- Method and techniques of research, statistical analysis, and report preparation and presentation.
- Principles of business letter writing.
- Modern office procedures, methods, and equipment including computers.

### **Ability and Skills in:**

- Provide effective leadership to and coordinate the activities of the Orange County Water District.
- Analyze a variety of administrative and organizational problems and make sound policy and procedural recommendations.
- Analyze and define problems, identify alternative solutions, project consequences of proposed action and implement recommendations in support of goals.

- Identify and respond to community and Board of Directors' issues, concerns, and needs.
- Executive leadership skills (including interpersonal, verbal and written communication skills)
- Technical competence in water treatment, groundwater recharge, and wetlands operations
- Financial management skills
- Public relations skills (including dealings with elected officials)
- Regulatory knowledge
- Serve effectively as the administrative agent of the Board of Directors.
- Develop and administer District-wide goals, objectives and procedures.
- Research, analyze and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply federal, state and local policies, laws and regulations.
- Plan organize, and direct the work of staff.
- Delegate authority and responsibility.
- Negotiate and resolve complex issues.
- Operate a variety of office equipment including a computer and standard office applications.
- Make effective oral and written presentations to groups within and outside the District including legislative bodies.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

## Supplemental Information

### **EDUCATION AND EXPERIENCE GUIDELINES**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:** Equivalent to a Bachelor's degree for an accredited college or university with major course work in public administration, business administration, engineering, or related field. A Master's degree is desirable.

**Experience:** Ten (10) years of progressively responsible administrative or staff experience in a private or public organization with at least three years of experience in an administrative or executive capacity involving responsibility for planning, organizing, directing, and financing a varied work program and experience with intergovernmental relations, including at least three (3) years in a department or division head capacity with a major organization.; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**License:** Valid California Class "C" Driver's License.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

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**Physical:** Positions in this class typically require grasping, talking, hearing, seeing and repetitive motions. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Incumbents require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; push, pull, lift, and/or carry light amounts of weight; verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed

documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

### **DISASTER SERVICE WORKERS**

All Orange County Water District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

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#### **Agency**

Orange County Water District

#### **Address**

18700 Ward Street

Fountain Valley, California, 92708

#### **Phone**

714-378-3200

#### **Website**

<http://www.ocwd.com>

## **Executive Director of Engineering and Water Resources Supplemental Questionnaire**

### **\*QUESTION 1**

**Do you have at least 10 years of progressively responsible experience with at least 3 years in a department or division head capacity?**

- ☐ Yes
- ☐ No

### **\*QUESTION 2**

**Do you have a current active Professional Engineering (PE) registration license from the State of California?**

- ☐ Yes
- ☐ No

### **\*QUESTION 3**

**Do you have a State Registration as a Geologist and/or State Certification as a Hydrogeologist? If yes, please indicate which one or both.**

### **\*QUESTION 4**

**What is your level of experience with Microsoft Office Suite?**

### **\*QUESTION 5**

**I hereby understand and declare that the statements on this supplemental questionnaire are true and complete to the best of my knowledge. As applicable, I hereby authorize the Agency and/or designees to contact the references listed to verify the information I have supplied. I hereby release from liability all persons and organizations furnishing such information. I understand that the Agency reserves the right to validate information received on the supplemental**

questionnaire and that I will be subject to disqualification and/or termination if any statement in this supplemental questionnaire is found to be untrue or determined to be misleading.

☐ Yes

☐ No

\* Required Question