

PERS00515

Danni Maurizio

From: Sherri Lynne Molino
Sent: Monday, January 31, 2011 3:11 PM
Subject: Chino Basin Watermaster CEO Search
Attachments: CEO Job Description.pdf

Potential Applicants

The Chino Basin Watermaster Board is searching for candidates who might be interested in the position of **Chief Executive Officer** for the agency. Current CEO, Ken Manning has decided to accept a position with another agency and will leave the Watermaster effective March 1, 2011. The Watermaster Board would very much like to fill the position with a qualified candidate as soon as possible and asks that those who believe they have the knowledge, skills and abilities to perform the duties send a letter of interest, with a resume, to Board President, Ken Willis at the following e-mail address. **(DO NOT RESPOND TO THIS E-MAIL)**

cbwmeo@gmail.com

Attached to this e-mail is a copy of the current Job Description. The Watermaster will accept letters of interest through the month of February. Candidates will be screened based upon their letter and resume.

The Chino Basin Watermaster is located in the western portion of San Bernardino County and overlies a small portion of eastern Los Angeles County and a small portion of eastern Riverside County. It is the arm of the Superior Court that administers the 1978 Judgment. The agency is a dynamic organization made of all water interests with the 225 square mile basin. It is composed of three distinct water producing entities. The agricultural pumpers, business and manufacturing pumpers and retailer agencies. On average they pump between 170,000 to 180,000 acre feet of water a year with a safe yield of 140,000 acre feet per year. The agency is a consensus based organization coordinating the development of water resource strategies build into the physical solution. They would include storm water capture, recycled water, desalter expansion, salt balance, water quality issues and general management of the basin.

The Board is looking for an approachable Manager with outstanding organizational and interpersonal skills with the ability to build trust and see the "big picture". The candidate should possess a Bachelor's Degree in a relevant field and at least 5 years of management experience. A Master's Degree is desirable. Salary has not yet been determined, but will be competitive DOQ.

Ken Willis, Chairman
Chino Basin Watermaster



PERS00516



CHIEF EXECUTIVE OFFICER
Position Description
Exempt: X, Non-Exempt: _____
Adopted: 6/24/2004

DEFINITION

The Chief Executive Officer ("CEO") provides day-to-day leadership for the Chino Basin Watermaster ("Watermaster").

SUPERVISION RECEIVED AND EXERCISED

- The CEO receives direction from and is responsible to the Watermaster Board of Directors on all matters pertaining to the administration and operations of the Basin under the provisions of the Optimum Basin Management Plan (OBMP).
- The CEO is directly responsible for overseeing all other employees of the Watermaster.

ESSENTIAL AND ANCILLARY FUNCTION DUTIES

The CEO must keep the Watermaster Board, through the Advisory Committee process, appraised of all applicable federal, state, regional and local policies regulating Watermaster activities, including, but not limited to:

1. Ensure compliance with the judgment, the Peace Agreement, and the procedures, rules, and regulations established by the Watermaster to implement the OBMP and any other court mandates prescribed.
2. Solicit, analyze, and negotiate conjunctive use, storage and recovery programs, with other agencies and private industry.
3. Remain current on legislative issues related to water industry activities and continually educate the Board and staff on developing issues.
4. Develop and manage the Watermaster budget; understand and explain budgetary issues to the Watermaster Board, the Advisory Committee, staff and the community.
5. Provide a motivating work climate for Watermaster employees; build positive and cooperative relationships with staff and Chino Basin producers.
6. Ensure the facilities of the District are maintained in excellent condition and in accordance with the best products, methods and procedures available; a system prioritizing management issues, including verification of problems, assignments, and completion will be utilized.
7. Promote good customer service, ensuring Watermaster employees and contractors accomplish activities in a safe, efficient, friendly, and courteous manner; resolve all public and employee complaints quickly and reasonably while encouraging citizen participation.
8. Develop and administer personnel policies and procedures including recruitment, selection, termination, employee relations, training, evaluation, and compensation programs.
9. Successfully work in regional and inter-agency affairs.
10. Successfully work on basin-wide and statewide water issues.
11. Otherwise carry out policies set by the Board.

QUALIFICATIONS

Education and Experience

Educational requirements will consist of a Bachelor's degree from an accredited university, or equivalent experience, in business administration, public administration, marketing administration, engineering or related field; advanced degrees or professional license in these areas are highly desirable. Knowledge of California water policies and issues is required, demonstrate an experience in inter-agency and statewide issues, and direct experience in conjunctive use of

ATTACHMENT "A"

PERS00517

CHIEF EXECUTIVE OFFICER
Position Description (Continued)
Adopted: 8/24/2004

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Primary office environment noise level usually quiet.
- Normal accessibility of all work sites required for the position.
- Occasional exposure to weather and temperature extremes, cramped spaces, loud noises, chemicals and fumes, dust or work safety hazards.

ATTACHMENT "A"