



Chief Executive Officer

Supervisor: Board of Directors

Status: A

GENERAL DESCRIPTION

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

TYPICAL DUTIES

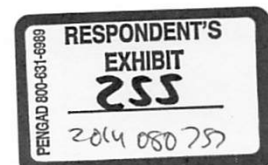
The CEO must keep the Watermaster Board, through the Advisory Committee process, apprised of all applicable federal, state, regional and local policies regulating Watermaster activities, including, but not limited to:

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. Otherwise carry out policies set by the Board.

QUALIFICATIONS

Educational Background:

- 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.





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Knowledge and Special Skills:

- Knowledge of California water policies and issues is required and direct experience in conjunctive use of groundwater is preferred. This position will require at least five (5) years of successful progression in a senior management capacity of a public agency or a private organization.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Ability to hear clearly over other distractions.
- High to moderate non-verbal communication.
- High to moderate verbal communication. Must be able to convey detailed or important spoken instructions to other workers accurately and/or quickly.
- High to moderate written communication.
- Must tolerate moderate noise levels and interruptions in open office environment.
- Normal ability to see, distinguish colors and hear.
- Normal complexity of decision-making.
- Normal concentration/intensity. Ability to employ initiative, tact and discretion appropriate to the services performed.
- Normal time pressure of decision-making.
- Punctuality and attendance are critical to the success of the team.
- Represents Watermaster in a professional manner to clients and co-workers and support company policy.
- While performing the duties of this job, the employee is regularly required to stand, walk, talk, and hear in a clear manner.



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Physical Demands:

- The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Sustained posture in a seated position.
- Normal dexterity of hands and fingers to handle or feel objects, tools or controls.
- High use of computer terminal and keyboard.
- High to moderate requirements for hand coordination, visual and cognitive abilities.
- Reach with arms and hands.
- Regularly lift, carry and/or move up to ten pounds and occasionally lift, carry and/or move up to twenty-five pounds at waist high level, all without assistance.
- Ability to bend, stoop, stretch, and kneel.

Work Environment:

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