



# Humboldt Bay Municipal Water District

# GENERAL MANAGER RECRUITMENT

Updated  
salary range!  
\$130,00-\$200,000

Humboldt Bay Municipal Water District is looking for a visionary, strategic and collaborative leader to serve as its next General Manager. The General Manager will be a transparent leader who is skilled at managing diverse teams while also being actively involved in the community. Understanding complex system operations, especially related to the water industry, is preferred. If you have a strategic, responsive and open leadership style and are looking to work with a tight-knit team, this is a great opportunity for you. *Learn more within.*

# CAL POLY HUMBOLDT

## About Humboldt County

The Humboldt Bay Municipal Water District is located in Humboldt County in the heart of northern California's beautiful coastal redwood region. Humboldt County is home to a robust outdoor community where residents and visitors alike can enjoy: hiking scenic trails through the redwood forest; hunting; fishing; kayaking along beautiful rivers and Humboldt Bay; and picnicking or agate hunting at the beach. Humboldt County is an ideal location for those seeking a more relaxed pace of life and greater work-life balance.

Beach and river access allows for recreational enjoyment. Humboldt Redwoods State Park, Redwood National Park, Clam Beach County Park and Prairie Creek Redwoods State Park provide spaces to enjoy nature's most beautiful sights. With federal, state and local parks and miles of scenic paved bike paths, Humboldt County is an idyllic place for high-quality recreation.

Humboldt County offers a mild climate, engaged and active community, local sports teams, live music, art events, and diverse local food options. Humboldt County is a perfect place to raise a family given its quality education opportunities, including public charter schools and higher education institutions such as California State Polytechnic University Humboldt (Cal Poly Humboldt) and College of the Redwoods.

From family-friendly events like concerts in the park to weekly farmers markets and a thriving art community, there is something for everyone in Humboldt County.



## CARSON MANSION



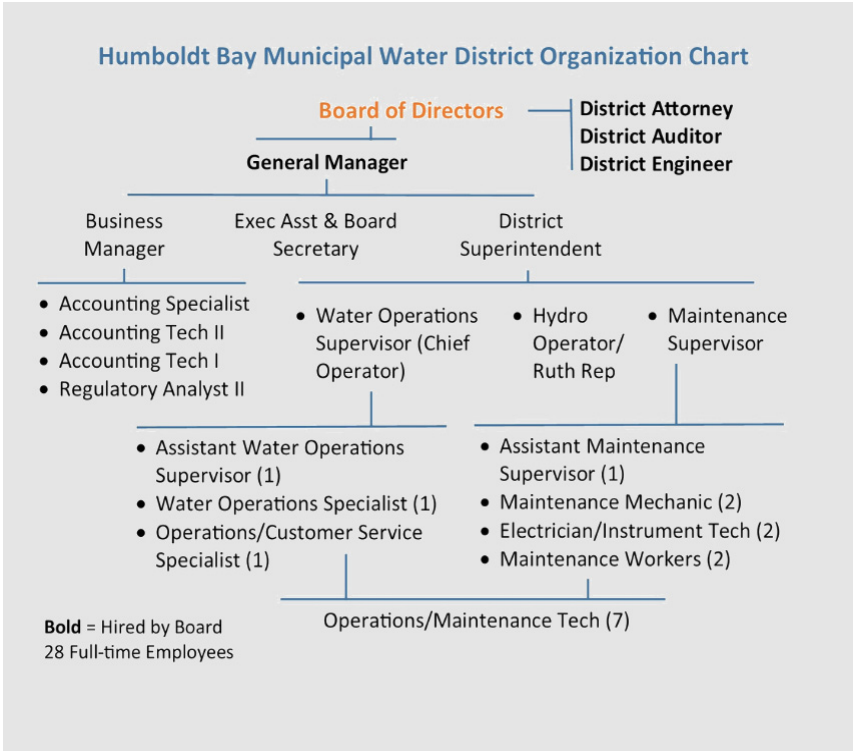
Fun fact: Carson Mansion was built in 1884 and is the "ultimate Victorian" home combining styles of Italianate, Eastlake, Stick and Queen Anne. The grand home took over two years with the combined effort of over one hundred men to complete. It's purpose was to employ workers during a decline in the timber industry and has since set the trend for lavish gingerbread Victorian architecture in Eureka.



# About Humboldt Bay Municipal Water District

The Humboldt Bay Municipal Water District operates two separate and distinct water systems: a domestic water system which supplies treated drinking water; and an industrial system which supplies untreated raw water to large industrial users for industrial purposes.

The District currently serves 7 municipal customers, providing water for 94,000 community members. Workplace culture supports employee longevity and winning safety awards. The District also has a comprehensive Capital Improvement Plan (CIP); a multi-year planning tool intended to identify projects that will ensure the regional system reliably meets the communities' water supply needs in a cost-effective manner.



## Current facilities and operations of the HBMWD include:

- R.W. Matthews Dam which impounds Ruth Reservoir in southern Trinity County
- Gosselin Hydro-Electric Power House at R.W. Matthews Dam
- Diversion, pumping and control facilities adjacent to the Mad River near Essex at the John R. Winzler Operations and Control Center
- Lloyd and Barbara Hecathorn Turbidity Reduction Facility
- Two separate and distinct pipeline systems which deliver treated drinking water or untreated raw water to the HBMWD's customers



## DISTRICT MISSION

Reliably deliver high quality drinking water to the communities and customers we serve in the greater Humboldt Bay Area at a reasonable cost; reliably deliver untreated water to our wholesale industrial customer(s) at a reasonable cost; and protect the environment of the Mad River watershed to preserve water rights, water supply and water quality interests of the District.



## About the General Manager Role

The General Manager of the Humboldt Bay Municipal Water District will operate as the Chief Executive Officer of the District. Leadership responsibilities include strategic planning, evaluating District effectiveness and ensuring compliance with federal, state, and local regulations. The new General Manager will also serve as the Dam Safety Coordinator, prepare monthly Board meeting agendas and written staff reports, negotiate water sale contracts and serve as a liaison representing the District to the general public.

### **In this position, the General Manager will:**

- Direct and oversee construction, maintenance and operation of the regional water system while simultaneously ensuring compliance with water quality laws and regulations
- Direct and oversee the implementation of a comprehensive Capital Improvement Plan to advance high-priority projects and developing funding mechanisms
- Direct and oversee the District's Water Resource Planning process, aquatic Habitat Conservation Plan, Long Term Streambed Alteration Agreement and other efforts in the watershed
- Empower staff by providing autonomy and support to foster a positive organizational culture and respectful work environment

## The Ideal Candidate

HBMWD's new General Manager will have excellent written and oral communication skills to help aid in maintaining a close working relationship with the Board while also being the face and voice for the organization to the public, media, and all other stakeholders. Excellent interpersonal skills are essential for navigating a politically and culturally diverse environment, ensuring respectful collaboration.

The ideal candidate will have an understanding of the principles and practices of water utilities, including the evolving nature of water regulations and industries such as hydropower and dam management. Awareness of engineering and construction principles applicable to the planning, design and construction of District facilities is critical to the General Manager's success.

### **An ideal candidate will:**

- Be capable of contract development and public administration as well as planning, analyzing, and developing sound business recommendations
- Understand safety regulations and programs including federal and state regulations and practices governing the safety of dams and hydroelectric power plants
- Be skilled in long-term planning and goal setting, both internally and externally
- Have proficiency in media communication and community engagement
- Have executive level public agency management experience with a successful track record
- Demonstrate a strong commitment to the role and the District, with high integrity and a genuine passion for the work

# Qualifications

## Experience

- Experience working with elected Boards or Commissions
- Operations and facility management experience (water or special districts preferred)
- Facility infrastructure management, especially concerning rivers, dams and water systems
- Knowledge of grant funding processes
- Involvement in community service

## Education

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

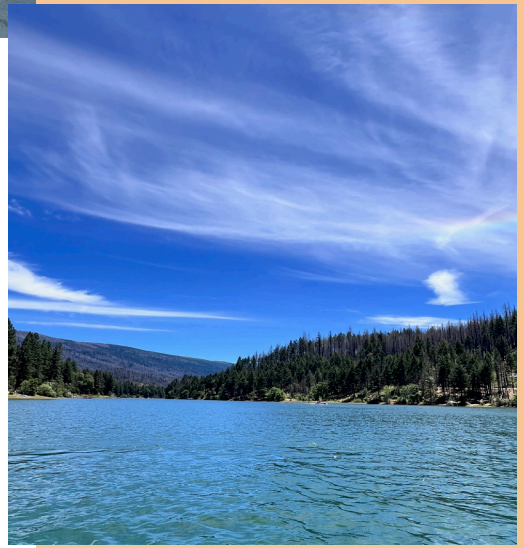
- Bachelor's degree with a major in business administration, public administration, engineering, water resources, or any closely related field
- Ten to fifteen years of increasingly responsible and broad experience in engineering, administration, or management in a private or public agency

## Special Requirements

- Must possess a valid California driver's license, and must maintain a driving record acceptable to the District and its insurance carrier
- Must qualify for fiduciary bonding
- Must be able to occasionally work evenings, weekends and during an emergency that affects the District's operations

## Physical Abilities

- Operate a motor vehicle
- Operate a variety of office equipment (computer, copy machine, fax, etc.)
- Communicate well with others, verbally and in writing
- Work cooperatively and get along well with the Board, District staff, customers and the public
- Sit for extended periods of time
- Perform minor physical activities (bending, lifting and reaching)



# COMPENSATION & BENEFITS

Updated Salary  
Range!

The annual base salary range is \$130,000 - \$200,000

The contract terms of employment are negotiated between the successful applicant and the Board of Directors.

Some of the basic employee benefits include:

- **Medical:** Coverage becomes effective on the first of the month following thirty days of employment with a choice between one of five BlueCross Plans (two HMO and three PPO)
- **Dental, Vision & EAP:** Covers employee and dependents. Coverage will become effective on the first of the month following thirty days of employment
- **Deferred Compensation (optional):** Employee paid, district will contribute \$50 per month for non-participating employees and match up to \$100 per month for participating employees tiered for longevity
- **Holidays:** Twelve paid holidays and three floating holidays per year
- **Vacation:**
  - 10 days per year
  - 15 days per year after 4 years
  - 20 days per year after 10 years
  - 1 additional day per year for 16 - 20 years
  - 25 days per year after 20 years
- **Sick Leave:** One-day sick leave per month (up to a maximum of 130 days)
- **Long-Term Disability:** Provides up to 60% of monthly pre-disability earnings after the qualifying period and is integrated with social security benefits
- **Retirement:** 2% at age fifty-five California Public Employees Retirement System (CalPERS) retirement formula for "classic" employees; 2% at age sixty-two for non-classic employees
- **Retiree Medical:** To be eligible, the employee must: 1) retire from the District 2) be eligible for PERS retirement benefits, and 3) have a minimum of ten years of District service. District pays a maximum of \$640 per month up to age sixty five. Employee and dependents are eligible

## HOW TO APPLY



To be considered for this position, please immediately submit your resume and cover letter to **Christine Martin at [Talent@TripepiSmith.com](mailto:Talent@TripepiSmith.com)** by **October 11, 2024**.

After the submission deadline, candidates will be screened for qualifications. If you require additional information or have questions, please contact Christine Martin at **949-993-6531**.