



CITY OF SANTA ROSA
invites applications for the position of:

Deputy Director - Water & Sewer Operations

An Equal Opportunity Employer

SALARY: \$8,964.33 - \$11,595.17 Monthly
\$107,572.00 - \$139,142.00 Annually

OPENING DATE: 06/06/17

CLOSING DATE: 06/23/17 04:30 PM

THE POSITION:

Join the City of Santa Rosa's award winning Water Department as the Deputy Director - Water & Sewer Operations!

This is a deputy department head level classification in the Water Department, overseeing the Water and Sewer Operations division. The Water & Sewer Division is responsible for maintaining the water distribution, wastewater collection and urban water reuse system in Santa Rosa which has nearly 1,200 miles of water and sewer pipe, 6,000 fire hydrants, 19 water booster pump stations, 22 water reservoirs, and 17 wastewater pump stations. This includes testing, cleaning, leak repair, fire hydrant maintenance, installation of water meters, operational emergency response, and general construction. The Division is comprised of 75 employees. Under general direction of the Water Department Director, the Deputy Director - Water & Sewer Operations will exercise considerable independent judgment providing leadership in developing and supervising the implementation of technical and operational procedures of the Water & Sewer Division.

*The **City of Santa Rosa**, the largest city in Sonoma County with a population of approximately 175,000, is located 55 miles north of San Francisco and nestled in the center of famous Sonoma Wine Country. Santa Rosa serves as the County seat and center of trade, government, commerce and medical facilities for the Northern San Francisco Bay area. The City offers a wide variety of both recreational and cultural activities, is well known for its excellent schools, temperate weather and abundance of trees and beautiful parks.*

The Selection Process: The selection process will consist of a careful review of applications, including the supplemental questionnaire, and those applicants who have submitted a complete application that demonstrates a strong match to the experience and qualifications desired will be invited to continue in the selection process which will include an oral appraisal interview. *The oral appraisal interview is tentatively scheduled for Wednesday, July 12, 2017.* If you have any questions about the position or the selection process, please contact Christopher Jeffery, Human Resources Analyst at (707) 543-3072 or via email at cjeffery@srcity.org.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Essential Duties: The following duties are considered essential for this job classification.

- Prepare and monitor the budget of an assigned division;
- supervise and evaluate staff;
- maintain up-to-date knowledge of state and federal laws and regulations pertaining to water and wastewater utilities and industrial waste/pretreatment programs and make the

- procedural changes necessary to keep the division in compliance;
- provide guidance to the pertinent section superintendents on all administrative, budget, personnel, and policy matters;
 - direct and participate in the preparation of technical, operational, and administrative reports, present reports and recommendations to the Water Department Director;
 - review, develop, recommend, and implement the goals, objectives, policies, and procedures of the assigned division and the department;
 - confer with section heads to review current and proposed projects, work schedules, organization, and personnel problems;
 - plan, direct, and review the construction, operation, and maintenance of water systems or sanitary sewer systems;
 - participate in and review the design of water and sanitary sewer systems and facilities;
 - review and update operating procedures for applicable department programs which involve the operation of water delivery, water conservation, water quality, wastewater collection, and water and wastewater maintenance systems;
 - review and update operating procedures for all division programs;
 - coordinate technical, administrative, and public relations activities of the assigned division with other City divisions and with outside agencies;
 - be knowledgeable of, and act in accordance with, the appropriate Memoranda of Understanding and the City of Santa Rosa Personnel Rules and Regulations;
 - develop overall policies, financial resources, and facility plans for the water utility and sanitary sewer system facilities in conjunction with staff and consultants;
 - develop general procedures for control of activities associated with water and sewer utility operations;
 - participate in the preparation of the Capital Improvement Plan and budget of the water, sanitary sewer or wastewater utility;
 - direct the preparation of agenda items for the Board of Public Utilities and City Council;
 - serve as liaison between the City of Santa Rosa, public agencies and associations, interest groups, and other municipalities;
 - perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of: Principles and practices of management and organization of water and sanitary sewer operations; principles and practice of economics, finance, and civil engineering as applied to water and wastewater utilities; modern principles, practices, and techniques of public administration and organization; municipal finance and budget systems; personnel management and administrative methods; applicable federal, state, and local laws, rules, and regulations pertaining to the operations of municipal government; and federal and state laws and regulations pertaining to the operations of water and wastewater utilities.

Ability to: Analyze operational and administrative problems and to make and implement policy and procedural changes; effectively plan, direct, supervise, and coordinate the operational and administrative work of the assigned division; train, supervise, and evaluate assigned staff; interpret governmental laws and regulations and develop working policies and procedures to comply with them; comprehend and make inferences from written material; understand the technical workings of the water and wastewater utility, and to communicate the work of the assigned division to the general public and other City departments in non-technical terms; communicate clearly and concisely, orally and in writing, with other City departments, government agencies, and the public served by the Water Department; make effective public presentations; make decisions in accordance with proper interpretation of laws, regulations, and policies.

Experience and Education: Any combination of experience and education that could likely

provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience – A minimum of five years of progressively responsible experience in an administrative or managerial capacity in water and sanitary sewer utility planning, management, administration, coordination, and operations, including or in addition to four years of significant, direct supervisory experience. Education – Possession of a Bachelor's degree from an accredited college or university with coursework in civil engineering, construction management, public administration, or a related field. Additional relevant supervisory or management experience may substitute for up to two years of education on a year-for-year basis. An advanced degree in public administration or registration as a Professional Engineer with the State of California is desirable.

Please note: If you do NOT have a Bachelor's degree or higher in a related area, please attach to your application a list of completed (passed) courses which includes the following headings: a) educational institution, b) course title (name of class, not number,) c) number of hours for training, d) number of units, and e) whether those are semester or quarter units. Please provide hours and/or unit totals. 30 semester or 45 quarter college units will be considered equivalent to one year of education. 450 hours of professional continuing education or training will be considered equivalent to one year of education.

License or Certificate: This classification requires the ability to perform work at various locations. Individuals must be physically capable of operating a motor vehicle safely and possess a valid, Class C, California Driver's License, or be able to demonstrate the ability to travel on scheduled or unscheduled visits to various City facilities or work locations which may or may not be reachable by public transportation.

Possession of one or more of the following certifications desirable:

- Water Distribution Certification issued by the State Water Resources Control Board;
- Water Treatment Certification issued by the State Water Resources Control Board;
- Collection System Certification issued by the California Water Environment Association.

ADDITIONAL INFORMATION:

Working conditions: Visiting job sites involves working in a variety of weather conditions, including very hot and very cold temperatures and walking over rough, uneven or rocky surfaces. An incumbent must be able to hear warning devices such as chemical leak warning and back-up warning devices. Attending meetings requires the ability to sit for extended periods of time. Visiting worksites and the treatment plant involves walking for extended periods of time. Computer keyboards are used to enter and retrieve data. Monitoring equipment run status lights at the Treatment Plant requires the ability to discriminate among colors.

APPLICATIONS MAY BE FILED ONLINE AT:

www.srcity.org/jobs

Job #16/17-93CJ-O
DEPUTY DIRECTOR - WATER & SEWER OPERATIONS
CJ

Computer kiosks are available at our office for applicant use:

100 Santa Rosa Ave, Room 1

Santa Rosa, CA 95404

Monday - Friday 8:00 AM to 5:00 PM

CONTACT US:

707-543-3060 jobs@srcity.org (do not send resumes here)

APPLICANT'S RESPONSIBILITIES:

Before making the final submission of the application, it is your responsibility to ensure you are submitting a complete application package, which will consist of a complete application for employment reflecting all jobs you have held during at least the last 10 years and may consist of additional required documents and a complete supplemental questionnaire. A resume will not be accepted in lieu of a complete application. Your responses to any supplemental questions describing specific work experience and education must clearly correspond to work history and education on your application.

SPECIAL ACCOMMODATIONS:

If special accommodations are necessary at any stage of the examination process, e.g., written examination, oral appraisal interview, assessment center or other activity, you must request an accommodation within five (5) business days of being noticed that an event requiring accommodation is occurring and every attempt will be made to consider your request. To request an accommodation, please visit our website at www.srcity.org/jobs or call Human resources at 707-543-3060. The City is an equal opportunity employer.

Deputy Director - Water & Sewer Operations Supplemental Questionnaire

- * 1. The answers you provide to the supplemental questions will be used to evaluate your qualifications for this position and whether you will continue in the selection process. Specific work experience and education you claim in response to these questions must be clearly supported and described in the work history and education portion of your application. Do you accept these conditions?
- Yes No
- * 2. Please indicate your highest level of education:
- High school or G.E.D.
 Some College or Professional Education
 Associate Degree
 Bachelor's Degree
 Master's Degree
 Doctorate Degree
 None
- * 3. Describe your administrative or management experience in water and sanitary sewer utility planning, management, administration, coordination, and operations, including your employer, your title, length of employment, scope and complexity of the operation.
- * 4. Please describe your experience developing and administering budgets. Please be specific about your role, the size and complexity of the budget.
- * 5. Describe your experience supervising, hiring, training, coaching, setting performance standards, implementing disciplinary actions and evaluating staff. In your answer, please identify the length of your supervisory experience, the job titles/types of employees you supervised, and where you gained this experience.
- * 6. Describe an initiative you developed and/or led that resulted in organizational improvement, including challenges, stakeholder process, and any budgetary or organizational impacts.
- * Required Question