



San Benito County Water District

30 Mansfield Road • Hollister, CA 95023
Phone: (831) 637-8218 • Fax: (831) 637-7267

EMPLOYMENT OPPORTUNITIES

Apply Immediately – Open Until Filled

Assistant General Manager

Executive Management Group

\$200,000 - \$240,000

Position: The Assistant General Manager reports to the General Manager, and is responsible for planning, organizing, directing, implementing, and supervising District functions and activities, as well as carrying out Board policies. This includes: water resource planning; groundwater management; water storage, transmission, distribution and conservation; water systems operation, maintenance, repair and replacement; capital additions and improvements; environmental compliance; fiscal management; and administration and policy development. The position represents the District in interactions with the public, District customers, local, State and Federal officials, regulatory agencies, consulting professionals, and public and private agencies doing business with the District. The position provides leadership, guidance, direction, training and supervision to staff who plan, organize, coordinate and execute the work of the District.

Qualifications:

- Management principles, practices and methods.
- Public and Business Administration principles, practices and methods.
- Water Resource and Water Distribution principles, practices and methods.
- Familiarity of construction methods, materials and equipment.
- Principles, practices, and procedural methods of governmental accounting, auditing, budgeting and financial analysis.
- Administrative principles and practices, including goal setting and program development.
- Principles and practices of public personnel administration.

Education/Experience:

A Bachelors degree in engineering, business administration, public administration or other relevant field is required. Registration as a civil engineer is desirable. In addition, five (5) years of increasingly responsible management level experience in a public administration, water resource or water utility engineering, or business administration is required.

Application Instructions: The District is currently accepting applications. Application packet to include: (1) Cover letter; (2) Resume; and (3) Application for Employment (resume will not substitute for completed application). For further information, see the publicly available salary schedule, Executive Management Group, MCP Group benefits and Job Description on our website www.sbcwd.com. For more information, please contact Human Resources 831-637-8218, ext.113 or email ctyler@sbcwd.com.