

NIPOMO COMMUNITY SERVICES DISTRICT

Wednesday, December 2, 2009

9:00 A. M.

SPECIAL MEETING AGENDA AND NOTICE

BOARD of DIRECTORS

JAMES HARRISON, PRESIDENT
LARRY VIERHEILIG, VICE PRESIDENT
ED EBY, DIRECTOR
MICHAEL WINN, DIRECTOR
BILL NELSON, DIRECTOR

PRINCIPAL STAFF

MICHAEL LEBRUN, INTERIM GENERAL MANAGER
LISA BOGNUDA, ASSIST. GENERAL MANAGER
DONNA JOHNSON, BOARD SECRETARY
JON SEITZ, GENERAL COUNSEL
PETER SEVCIK, DISTRICT ENGINEER

MEETING LOCATION

District Board Room
148 S. Wilson Street
Nipomo, California


The public has the right to comment on any item on the Special Meeting Agenda when the item is being considered.

A Special Meeting of the Nipomo Community Services District ("District") will be held on Wednesday, December 2, 2009, at 9:00 a.m. at the District Office located at 148 S Wilson Street Nipomo Ca. The following items will be considered by the District Board of Directors as part of the Special Meeting Agenda:

1. **CALL TO ORDER, ROLL CALL, AND FLAG SALUTE**
2. **DEVELOP CANDIDATE PROFILE FOR GENERAL MANAGER RECRUITMENT**
3. **CLOSED SESSION ANNOUNCEMENTS/ITEMS:**

CONFERENCE WITH DISTRICT LEGAL COUNSEL RE: Pending Litigation PURSUANT TO GC §54956.9 SMWCD vs. NCSD (Santa Clara County Case No. CV 770214, Sixth Appellate Court Case No. H032750 and all consolidated cases).
4. **PUBLIC COMMENT ON CLOSED SESSION ITEM**
5. **ADJOURN TO CLOSED SESSION**
6. **OPEN SESSION / ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION**

ADJOURN

TO: BOARD OF DIRECTORS
FROM: LISA BOGNUDA 
DATE: NOVEMBER 24, 2009

AGENDA ITEM
2
DECEMBER 2, 2009

DEVELOP CANDIDATE PROFILE FOR GENERAL MANAGER RECRUITMENT

ITEM

Develop candidate profile for General Manager recruitment [PROVIDE DIRECTION]

BACKGROUND

On November 18, 2009, the Board of Directors selected Bob Murray & Associates to conduct the General Manager recruitment for the District. Developing the Candidate Profile is the first step in this process. Step 1 from Bob Murray & Associates proposal (from page 8 of attachments):

Our understanding of the Nipomo Community Services District's needs will be key to a successful search. We will work with the Board of Directors to learn as much as possible about the organization's expectations for a new General Manager. We want to learn the values and culture of the organization, as well as understand the current issues, challenges and opportunities that face the Nipomo Community Services District. We also want to know the Board of Directors' expectations regarding the knowledge, skills and abilities sought in the ideal candidate and will work with the District to identify expectations regarding education and experience. Additionally, we want to discuss expectations regarding compensation and other items necessary to complete the successful appointment of the ideal candidate. The profile we develop together at this stage will drive subsequent recruitment efforts.

Mr. Regan Williams, Vice President of Bob Murray & Associates, will be working with the Board of Directors to develop the candidate profile.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the Board provide direction to Bob Murray & Associates.

ATTACHMENTS

- Request for information from Bob Murray & Associates (Pages 1-2)
- Draft Time Line (Page 3)
- Proposal from Bob Murray & Associates (Pages 4-14)
- NCSD General Manager Job Description (Pages 15-17)
- NCSD Salary and Benefits Summary (Page 18)



November 23, 2009

Ms. Lisa Bognuda
Finance Director/Assistant General Manager
Nipomo Community Services District
P.O. Box 326
Nipomo, CA 93444-0326

Dear Ms. Bognuda:

Thank you for selecting Bob Murray & Associates to assist you in conducting your search for a new General Manager. We are excited about the prospect of working with you during your search for your next General Manager and we are well positioned to assist you with the search given our present workload. The District will be a priority client and we will spend a significant portion of our time ensuring that you have a quality group of candidates from which to select your new General Manager.

As you know, a successful search begins by clearly defining the Board of Director's expectations regarding a new General Manager. I look forward to meeting with you soon to learn about your perceptions. When we meet I will be asking you:

- What are the current issues and challenges facing the District and the organization? What will they be five and ten years from now?
- What are the personal characteristics you are looking for in a new General Manager, in particular what are the leadership style and management approach you seek?
- What background, experience and education are appropriate for the position? Should the ideal candidate have been a General Manager? Should candidates have direct line experience? Should they come from a large or small organization?

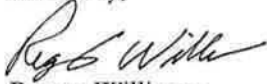
In order to get started on the search, we request that the District provide us with the following:

- Nipomo Community Services District's description (including general background information/marketing materials);
- District organization chart, budget and number of staff;
- General Manager job description, salary range and benefits;
- Pictures of the District and surrounding area – Preferred Resolution: 300 dpi at size, Minimum Acceptable Resolution: 225 dpi at size. We use several different sizes of pictures in

the brochures ranging from 2"x2" to 4"x4." Note: The image resolution must be the original resolution of the image scan or capture. "Up-sampling" images to a larger size does not work because you don't gain any new information. There are a few situations where we can "up-sample" images using some specialized fractal-based software to actually increase resolution. This works best with organic content. Color Mode: RGB or CMYK. File Formats for Images: TIFF, High Quality JPEG, Photoshop EPS. File Formats for Logos: Adobe Illustrator, vector EPS, Macromedia Freehand, Corel Draw.

I look forward to working with you during the course of this recruitment. Should you have any questions in the meantime, please do not hesitate to contact me.

Sincerely,



Regan Williams

1677 Eureka Road
Suite 202
Roseville, CA 95661
Phone (916) 784-9080
Fax (916) 784-1985
apply@bobmurrayassoc.com

DRAFT NOVEMBER 20, 2009

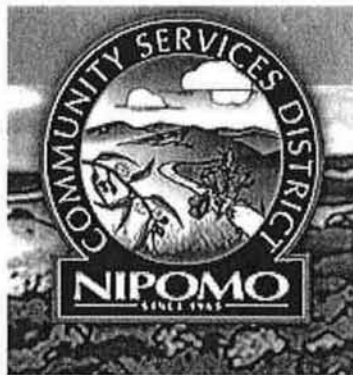
NIPOMO COMMUNITY SERVICES DISTRICT

GENERAL MANAGER

<i>ACTIVITY</i>	<i>CONDUCTED BY</i>	<i>DATE</i>
Candidate Profile	BM & A	Dec 1-4, 2009
District reviews profile	District	Dec 18, 2009
Brochures to print	BM & A	Dec 21, 2009
Ad placement & Outreach	BM & A	Jan/Feb 2010
Recruitment close	-----	Feb 26, 2010
Review resumes	BM & A	March 1, 2010
Candidate interviews	BM & A	March 12, 2010
Final Candidate Recommendations (Recommendations and review of resumes with District)	BM & A	March 19, 2010
Reference Checks	BM & A	March 26, 2010
Panel Interviews	District	March 29-31, 2010
Background (i.e. criminal, civil, credit checks, driving, etc)	BM & A	April 2010
Candidate Selection	District	April 2010
Start Date		May 2010



A PROPOSAL TO CONDUCT AN EXECUTIVE
RECRUITMENT FOR A
General Manager
ON BEHALF OF THE
Nipomo Community Services District



1677 Eureka Road, Suite 202
Roseville, CA 95661
(916) 784-9080
(916) 784-1985 fax
apply@bobmurrayassoc.com

November 6, 2009

Members of the Board of Directors and Ms. Lisa Bognuda, Assistant General Manager
Nipomo Community Services District
148 South Wilson Street
Nipomo, CA 93444

Dear Board Members and Ms. Bognuda:

Thank you for inviting Bob Murray & Associates to submit a proposal to conduct the General Manager recruitment for the Nipomo Community Services District. The following proposal details our qualifications and describes our process of identifying, recruiting and screening outstanding candidates on your behalf. It also includes a proposed budget, timeline, guarantee and sample recruitment brochure.

At Bob Murray and Associates, we pride ourselves on providing quality service to local governments. We have created a recruitment process that combines our ability to help you to determine the direction of the search and the types of candidates you seek with our experience recruiting outstanding candidates who are not necessarily looking for a job. Our proven expertise ensures that the candidates we present for your consideration will match the criteria you have established and will be outstanding in their field.

With respect to the General Manager recruitment, Bob Murray and Associates offers the following expertise:

- Bob Murray & Associates has an unmatched record of success in recruiting local government and special district professionals. We have conducted numerous General/District Manager searches on behalf of large and small agencies throughout the Western United States. We recently completed the District Manager search on behalf of the Kennewick Irrigation District. In the past three years, we have conducted General/District Manager recruitments on behalf of the Calaveras County Water District, Central Contra Costa Sanitation District, Coachella Valley Mosquito and Vector Control District, Easy Bay Dischargers Authority, Salinas Valley Solid Waste Authority, Santa Cruz Consolidated Emergency Communications Center, and the Sweetwater Springs Water District. Our previous experience includes conducting recruitments on behalf of the Central Marin Sanitation Agency, Joshua Basin Water District, Monterey Regional Waste Management District, Monterey Regional Water Pollution Control Agency (Assistant GM), Public Agency Risk Sharing Authority of California, Reclamation District 1000 (District Engineer), Sanitary District No. 5 of Marin County, Sewer Authority Mid-Coastside, South Placer Municipal Utility District, Union Sanitary District, Walnut Valley Water District, and the Valley of the Moon Water District. As a result of having conducted these searches, we have an extensive number of contacts that will be valuable when recruiting candidates.

- Bob Murray & Associates is familiar with Nipomo's surrounding area as we have conducted several recruitments in San Luis Obispo County. Our experience includes recruitments on behalf of the cities of Arroyo Grande (Police Chief and Director of Building and Fire), Atascadero (Police Commander), Grover Beach (City Manager), Morro Bay (Public Services Director), Paso Robles (Public Works Director), and Pismo Beach (City Manager, City Clerk, Police Chief, and Public Works Director). In addition, we conducted a Project Manager recruitment on behalf of the County for the Nacimiento Water Project and the Assistant Court Executive Officer recruitment on behalf of the Superior Court, San Luis Obispo County. Our knowledge of the region, its issues and the outstanding quality of life will be an asset in presenting this opportunity to prospective candidates.
- Our success is directly related to our ability to develop partnerships with Boards of Directors and assist them in developing effective recruitment strategies specific to their needs. Additionally, we have assisted many of our clients in designing inclusive recruitment and selection processes. Should the Board so desire, we can recommend methods of including staff, and others as appropriate, at various stages in the recruitment, including development of the candidate profile.

A significant portion of our process focuses on conducting thorough and confidential background investigations of the top 2-3 candidates to ensure that nothing about them is left undiscovered. We have candid discussions with references who have insight into the candidate's experience, style and ethics; conduct a search of newspaper articles; and run credit, criminal and civil records reports. This ensures that the chosen candidate will not only be an excellent fit with the Nipomo Community Services District, but also that he/she will reflect positively upon your organization.

To learn first hand of the quality of our service and our recruitment successes, we invite you to contact the references listed on page 8 of the attached proposal.

We look forward to your favorable consideration of our qualifications. Please do not hesitate to contact us at (916) 784-9080 should you have any questions.

Sincerely,
Bob Murray and Associates

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THE RECRUITMENT PROCESS

Bob Murray and Associates' unique and client oriented approach to executive search will ensure that the Nipomo Community Services District has quality candidates from which to select the new General Manager. Outlined below are the key steps in our recruitment process.

STEP 1 DEVELOPING THE CANDIDATE PROFILE

Our understanding of the Nipomo Community Services District's needs will be key to a successful search. We will work with the Board of Directors to learn as much as possible about the organization's expectations for a new General Manager. We want to learn the values and culture of the organization, as well as understand the current issues, challenges and opportunities that face the Nipomo Community Services District. We also want to know the Board of Directors' expectations regarding the knowledge, skills and abilities sought in the ideal candidate and will work with the District to identify expectations regarding education and experience. Additionally, we want to discuss expectations regarding compensation and other items necessary to complete the successful appointment of the ideal candidate. The profile we develop together at this stage will drive subsequent recruitment efforts.

STEP 2 ADVERTISING CAMPAIGN AND RECRUITMENT BROCHURE

After gaining an understanding of the Nipomo Community Services District's needs, we will design an effective advertising campaign appropriate for the General Manager recruitment. We will focus on professional journals that are specifically suited to the General Manager search. We will also develop a professional recruitment brochure on the Board of Directors' behalf that will discuss the community, organization, position and compensation in detail. Once completed, we will mail the profile to an extensive audience, making them aware of the exciting opportunity with the Nipomo Community Services District.

STEP 3 RECRUITING CANDIDATES

After cross-referencing the profile of the ideal candidate with our database and contacts in the field, we will conduct an aggressive outreach effort, including making personal calls to prospective applicants, designed to identify and recruit outstanding candidates. We recognize that the best candidate is often not looking for a new job and this is the person we actively seek to convince to become a candidate. Aggressively marketing the General Manager position to prospective candidates will be essential to the success of the search.

STEP 4 SCREENING CANDIDATES

Following the closing date for the recruitment, we will screen the resumes we have received. We will use the criteria established in our initial meetings as a basis upon which to narrow the field of candidates.

STEP 5 PERSONAL INTERVIEWS

We will conduct personal interviews with the top 10 to 12 candidates with the goal of determining which candidates have the greatest potential to succeed in your organization. During the interviews we will explore each candidate's background and experience as it relates to the General Manager position. In addition, we will discuss the candidate's motivation for applying for the position and make an assessment of his/her knowledge, skills and abilities. We will devote specific attention to establishing the likelihood of the candidate's acceptance of the position if an offer of employment is made.

STEP 6 PUBLIC RECORD SEARCH

Following the interviews, we will conduct a review of published articles for each candidate. Various sources will be consulted including Lexis-Nexis™, a newspaper/magazine search engine, Google, and local papers for the community's in which the candidates have worked. This alerts us to any further detailed inquiries we may need to make at this time.

STEP 7 RECOMMENDATION

Based on the information gathered through meetings with your organization and personal interviews with candidates, we will recommend a limited number of candidates for your further consideration. We will prepare a detailed written report on each candidate that focuses on the results of our interviews and public record searches. We will make specific recommendations, but the final determination of those to be considered will be up to you.

STEP 8 FINAL INTERVIEWS

Our years of experience will be invaluable as we help you develop an interview process that objectively assesses the qualifications of each candidate. We will adopt an approach that fits your needs, whether it is a traditional interview, multiple interview panel or assessment center process. We will provide you with suggested interview questions and rating forms and will be present at the interview/assessment center to facilitate the process. Our expertise lies in facilitating the discussion that can bring about a consensus regarding the final candidates.

We will work closely with your staff to coordinate and schedule interviews and candidate travel. Our goal is to ensure that each candidate has a very positive experience, as the manner in which the entire process is conducted will have an effect on the candidates' perception of your organization.

STEP 9 BACKGROUND CHECKS / DETAILED REFERENCE CHECKS

Based on final interviews we will conduct credit, criminal, civil litigation and motor vehicle record checks for the top one to three candidates. In addition, those candidates will be the subjects of detailed, confidential reference checks. In order to gain an accurate and honest appraisal of the candidates' strengths and weaknesses, we will talk candidly with people who have direct knowledge of their work and management style. We will ask candidates to forward the names of their supervisors, subordinates and peers for the past several years. Additionally, we make a point of speaking confidentially to individuals who we know have insight into a candidate's abilities, but who may not be on his/her preferred list of contacts. At this stage in the recruitment we will also verify candidates' degrees.

STEP 10 NEGOTIATIONS

We recognize the critical importance of successful negotiations and can serve as your representative during this process. We know what other organizations have done to put deals together with great candidates and will be available to advise you regarding current approaches to difficult issues such as housing and relocation. We will represent your interests and advise you regarding salary, benefits and employment agreements with the goal of putting together a deal that results in the appointment of your chosen candidate. Most often we can turn a very difficult aspect of the recruitment into one that is viewed positively by both you and the candidate.

STEP 11 COMPLETE ADMINISTRATIVE ASSISTANCE

Throughout the recruitment we will provide the Board of Directors with updates on the status of the search. We will also take care of all administrative details on your behalf. Candidates will receive personal letters advising them of their status at each critical point in the recruitment. In addition, we will respond to inquiries about the status of their candidacy within twenty-four hours. Every administrative detail will receive our attention. Often, candidates judge our clients based on how well these details are handled.

BUDGET AND TIMING

PROFESSIONAL FEE AND EXPENSES

The consulting fee for conducting the General Manager recruitment on behalf of the Nipomo Community Services District is \$15,500 plus expenses. Services provided for the fee consist of all steps outlined in this proposal including three (3) days of meetings on site. The Nipomo Community Services District will be responsible for reimbursing expenses Bob Murray and Associates incurs on your behalf. We estimate expenses for this project to be between \$4,500-\$6,500. Reimbursable expenses include such items as the cost of travel, clerical support, placement of ads, credit, criminal and civil checks, education verification, as well as newspaper searches. In addition, postage, printing, photocopying, and telephone charges will be allocated.

TIMING

We are prepared to start work on this assignment immediately and anticipate that we will be prepared to make our recommendation regarding finalists within seventy five to ninety days from the start of the search.

GUARANTEE

We guarantee that should the selected candidate be terminated for cause within the first year of employment we will conduct the search again at no cost (with the exception of expenses) to the Nipomo Community Services District. We are confident in our ability to recruit outstanding candidates and do not expect the Nipomo Community Services District to find it necessary to exercise this provision of our proposal.

PROFESSIONAL QUALIFICATIONS

BOB MURRAY, PRESIDENT

Mr. Murray brings over 25 years experience as a recruiter. Mr. Murray is recognized as one of the nation's leading recruiters. He has conducted hundreds of searches for cities, counties, and special districts. He has been called on to conduct searches for some of the largest most complex organizations in the country and some of the smallest. Mr. Murray has conducted searches for chief executives, department heads, professional and technical positions. Mr. Murray has taken the lead on the firm's most difficult assignments with great success. His clients have retained him again and again given the quality of his work and success in finding candidates for difficult to fill positions.

Prior to creating Bob Murray & Associates, Mr. Murray directed the search practice for the largest search practice serving local government in the country. Mr. Murray has worked in local government and benefits from the knowledge of having led an organization. Prior to his career in executive search he served as the City Manager for the City of Olympia, Washington. He has also served as an Assistant City Manager and held positions in law enforcement.

Mr. Murray received his Bachelor's degree in Criminology from the University of California at Berkeley with graduate studies in Public Administration at California State University at Hayward.

REGAN WILLIAMS, VICE PRESIDENT

Mr. Williams brings 30 years of local government experience to Bob Murray and Associates. Most recently, he worked as a private consultant with Deloitte and Touche on various public sector assignments. Prior to that, he served as Director of Public Safety with the City of Sunnyvale, CA.

Mr. Williams was involved in the development of some of Sunnyvale's most innovative programs and has a national reputation for excellence in law enforcement. He has been responsible for numerous recruitments throughout his career. Clients find his insight and expertise in recruitment and selection a valuable asset.

Mr. Williams received his Bachelor's degree in Administration of Justice from San Jose State University. He is also a graduate of the FBI National Academy.

RENEE NARLOCH, REGIONAL DIRECTOR-SOUTHEAST/MID ATLANTIC REGION

S. Renee Narloch is the Director of our East Coast Office located in Tallahassee, Florida. Ms. Narloch has extensive experience in public sector recruitments nationwide. She was formerly employed by a large, national search firm as a Senior Recruiter with sole responsibility for the firm's executive search practice in the Southeastern, Mid-Atlantic and Mid-Western states.

Ms. Narloch has fifteen years of experience in Executive Recruitment and has been involved in over 400 national searches. Prior to her recruitment career, she was a Senior Consultant for a national search firm's cost plan and revenue enhancement divisions, serving public sector clients nationwide. She also worked for three Fortune 500 companies in their sales, marketing and financial accounting divisions. Ms. Narloch is responsible for all facets of recruitment including serving as lead consultant with project management responsibilities, recruiting candidates, conducting preliminary interviews and detailed reference inquires, and assisting clients in final interviews and negotiations. As Director of the East Coast Office, Ms. Narloch provides expertise in public sector recruitment, enabling us to better serve clients nationwide.

Ms. Narloch received her Bachelor's of Arts degree in Information Studies, summa cum laude, at the Florida State University, Tallahassee, Florida.

AMANDA URRUTIA-SANDERS, SENIOR CONSULTANT

As a consultant with Bob Murray & Associates, Ms. Urrutia-Sanders is responsible for research, candidate recruitment and screening, as well as reference checks and background verifications. She focuses on client communication and works closely with clients to coordinate candidate outreach and ensure a successful search.

Ms. Urrutia-Sanders brings several years of industry experience as she worked for one of the nation's largest recruitment forms. Her insight into the recruitment process is a valuable asset to Bob Murray & Associates.

Ms. Urrutia-Sanders received her Bachelor's of Arts degree in Communications from the University of Wyoming.

REFERENCES

Clients and candidates are the best testament to our ability to conduct quality searches. Clients for whom Bob Murray and Associates has recently conducted searches are listed below.

CLIENT: Calaveras County Water District, CA
POSITION: General Manager and Finance Director
REFERENCE: Mr. David Anders, General Manager (209) 754-3543

CLIENT: Central Contra Costa Sanitation Agency, CA
POSITION: General Manager, Collection Systems Operation Division Manager, Purchasing & Materials Manager, Safety & Risk Management Administrator, and Secretary to the District
REFERENCE: Ms. Cathryn Freitas, Human Resources Director, (925) 229-7308

CLIENT: Arizona Municipal Water Users Association, AZ
POSITION: Executive Director
REFERENCE: Mr. Mike Hutchinson, former City Manager for City of Mesa, AZ, (480) 832-1590

CLIENT: South Placer Municipal Utility District, CA
POSITION: General Manager
REFERENCE: Mr. Richard E. Colwell, Member of the Board of Directors, (916) 786-8555

CLIENT: Walnut Valley Water District, CA
POSITION: General Manager
REFERENCE: Ms. Sandy Olson, Manager of Human Resources and Risk Management, (909) 595-1268

CHAPTER SEVEN - JOB DESCRIPTIONS

7000 - GENERAL MANAGER

1. DEFINITION

Under policy direction of the Board of Directors, plans, organizes, coordinates and supervises all District functions and activities related to the production and distribution of potable water and the collection, treatment and disposal of wastewater and other functions of the District; provides policy guidance and program evaluation to staff and elected officials; encourages and facilitates improvement in the provision of services to customers by District staff; fosters cooperative working relationships with intergovernmental and regulatory agencies, various public and private organization and District staff; acts as Secretary to the Board of Directors; performs related work as assigned. This position has full-time management status, and is FLSA exempt.

2. CLASS CHARACTERISTICS

The employee in this class is the Chief Executive Officer of the District, serving at the pleasure of and accountable to the Board of Directors for all staff, functions and activities within policy guidance and applicable state and federal laws and regulations.

3. EXAMPLES OF DUTIES (Illustrative Only)

- A. Plans, organizes, coordinates and administers, either directly or through subordinate supervisors, the work of the District in accordance with the adopted goals and objectives of the Board of Directors and applicable laws and regulations.
- B. Directs and coordinates the development and implementation of goals, objectives, policies, procedures and programs for the District; administrative policies, procedures and work standards to assure that goals and objectives are met and that programs provide mandated services in an effective and efficient manner.
- C. Prepares and administers the annual budget for the District; reviews all District expenditures; provides financial management for the District.
- D. Acts as staff for the Board of Directors; advises the Board on issues and programs; prepares and recommends long-range plans for District funding and service provisions and directs the development of specific proposals for action regarding current and future District needs.
- E. Assures that appropriate notice of Board meetings is posted and that other legal notification requirements are met.
- F. Represents the Board and the District in contacts with governmental agencies, community groups and various business, professional and legislative organizations and District customers; acts as a District liaison with the media.
- G. Directs and reviews special studies; provides for contract services as required and administers various service, construction and equipment contracts; signs and accepts development plans and specifications for conformance with District standards on behalf of the District.

- H. Provides for the selection of District staff; administers discipline as required; provides guidance and direction to staff regarding policies and procedures.
- I. Prepares a variety of correspondence, policies, procedures, reports, minutes and other written materials.
- J. Maintains and directs the maintenance of working and official District files.
- K. Assures that the Board is kept informed of District program and financial status and of legal, social and economic issues affecting District activities.
- L. In concert with the District Counsel, monitors changes in the law and operational process changes that may affect District operations; implements operational and procedural modification as required.

4. EMPLOYMENT STANDARDS

Knowledge of:

- A. Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the supervision of employees.
- B. Principles, practices and procedures of public administration in a special district setting.
- C. Functions, authority, responsibilities and limitations of an elected Board of Directors.
- D. Principles and practices of potable water production, treatment and distribution.
- E. Principles and practices of wastewater treatment and disposal.
- F. Applicable legal guidelines and standards effecting District operations.
- G. Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, occasionally when relations may be confrontational or strained.

Skill in:

- A. Planning, organizing, administering, coordinating, reviewing and evaluating a variety of District programs and activities.
- B. Working cooperatively with and accomplishing implementation of the policies of an elected Board of Directors.
- C. Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.
- D. Developing and administering an annual budget.
- E. Interpreting, applying and explaining complex laws, codes and regulations.
- F. Preparing clear and concise reports, correspondence and other written materials.
- G. Reading and interpreting plans, specifications and engineering documents.

- H. Using initiative and independent judgment within general policy guidelines.
- I. Making public presentations and conducting public hearings.
- J. Using tact, discretion and prudence in dealing with those contacted in the course of the work.

Physical Characteristics:

- A. Vision to read printed materials and a computer screen.
- B. Hearing and speech to interact in person and on the telephone.
- C. Mobility to work in a standard office environment, use standard office equipment, inspect District facilities in the field and to drive a motor vehicle.

Working Conditions:

- A. Attend meetings outside of normal working hours.

Licensing and Certification:

- A. Must possess a valid California Class C driver's license and have a satisfactory driving record.
- B. Must be bondable by District's fidelity bond insurer.

Education and Experience:

Equivalent to graduation from a four-year college or university with a bachelor's degree or higher in engineering or a related field and five (5) years' experience in an increasingly responsible public agency management position. Familiarity with water and/or wastewater processes are desirable.



NIPOMO COMMUNITY SERVICES DISTRICT

148 SOUTH WILSON STREET
POST OFFICE BOX 326
NIPOMO, CA 93444 - 0326
(805) 929-1133 FAX (805) 929-1932
www.ncsd.ca.gov

SALARY AND BENEFITS

Salary	To be determined
Health Insurance	District pays 100% of premiums for employee and dependents
Dental/Vision Insurance	District pays 100% of premiums for employee and dependents
Sick Leave	Eight hours per month Cumulative accrual to a maximum of 180 working days.
Vacation	1 to 5 years = 10 working days 5 to 10 years = 15 working days 10+ years = 20 working days An employee shall be able to accrue no more than the number of vacation days they are entitled to earn in two years of employment.
Holidays	12 paid holidays per year
Social Security/Medicare	The District does not participate in Social Security but provides a 1.45% matching Medicare contribution.
Retirement	Public Employees' Retirement System. District pays Employee's 8% contribution. 3% @ 60 formula
Survivor Benefit	Employees are required to contribute \$2.00 per month. The District contributes \$3.20 per month on the employee's behalf.
Deferred Compensation	Section 457 Deferred Compensation plan is available. The District does not contribute on the employee's behalf.
Direct Deposit	Payroll checks are automatically deposited into a checking or savings account.

Note: The information contained in this announcement is subject to change and does not constitute either an expressed or implied contract.

revised 1/07