



GOLETA SANITARY
Water Resource Recovery District

**ASSISTANT
GENERAL
MANAGER**



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

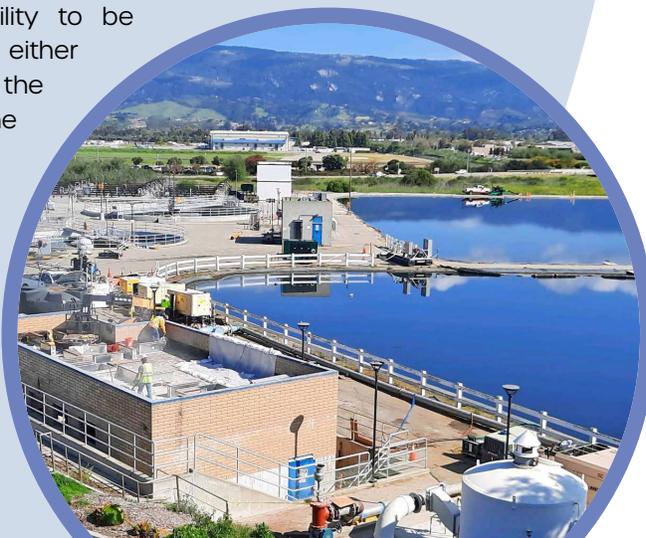
THE COMMUNITY

Located in southern California on the south coast of Santa Barbara County, the Goleta Valley is home to over 32,000 residents and stretches approximately 8 square miles along the beautiful south coast, within a narrow coastal plain of exceptional natural beauty between the Santa Ynez Mountains and the Pacific Ocean. The Goleta Valley has a mediterranean climate influenced by maritime winds from the Pacific Ocean with moderate to average temperatures year-round. The community enjoys a high quality of life and safe communities and neighborhoods. The area is home to an Old Town commercial district, shopping centers, wineries, local farmers' markets, and beautiful scenic ocean and mountain views. The captivating Goleta Valley offers various recreational activities such as hiking, cycling, bird watching, deep sea fishing, snorkeling, scuba diving, and surfing. A variety of fresh, local cuisine, and award-winning craft beers and wine can be found abundantly throughout the region. The Goleta Sanitary District is located adjacent to the Santa Barbara Airport, and close to the Goleta Beach Park and the University of California, Santa Barbara, which is one of the leading research universities in America and alma mater to six Nobel Prize winners. As a result, the community is home to a number of high technology businesses specializing in aerospace, biochemistry, environmental science, information technology, and nano-technology.



THE DISTRICT

The Goleta Sanitary District consists of the unincorporated area of the Goleta Valley immediately west of and adjacent to the City of Santa Barbara, and a portion of the City of Goleta around and east of the Santa Barbara Municipal Airport. As a regional treatment facility, the Goleta Sanitary District's combined service area includes most of the Goleta Valley. The areas the District provides wastewater treatment to include the homes and businesses within the Goleta West Sanitary District, portions of the City of Goleta, the University of California, Santa Barbara, the community of Isla Vista, part of the County of Santa Barbara, and the City of Santa Barbara's Municipal Airport. The total areas combined have a population of about 80,000. Partnerships with these entities mean that while the collection happens elsewhere, all of the wastewater comes to the regional resource recovery facility to be treated, purified, and either discharged or sent to the community for reuse. The District is governed by an elected Board of Directors which is accountable to the public.



The Directors are members of the community they represent. The District undergoes independent audits and remains accountable to state oversight and public transparency. As such, the award-winning District is recognized at the highest level as a District of Distinction by the California Association of Special Districts.

THE OPPORTUNITY

The District's current General Manager was hired as an Assistant General Manager (AGM) in 2014 and is scheduled to retire at the end of 2026. Hiring a new AGM at this time is part of the District's General Manager (GM) succession plan. The individual selected for this position will be working closely with the GM over the next 18 months and would be in a good position to be considered as a potential candidate for the GM position in 2027.

THE POSITION

Under the general direction of the GM, the AGM performs a wide variety of functions and oversees various programs related to the administration and management of the District's wastewater collection system, treatment plant, and recycled water facilities. In coordination with the GM, the AGM plans, organizes, directs, and reviews the activities and operations of all District facilities and coordinates the activities and programs of all District departments and outside agencies. The AGM also assists the GM in carrying out directives of the Board. The AGM provides direction to other senior management staff and exercises direct supervision over supervisory, professional, technical, and administrative support staff. This position assists with the District's recruitment, selection, classification, and compensation and benefits programs.

The AGM is responsible for planning, organizing, and overseeing

the general accounting activities of the District, including expenditure tracking, year-end closings, budget preparation, and the annual audit. The AGM oversees management information system activities related to the maintenance of financial and records management systems. Essential to this role is maintaining knowledge of and familiarity with all activities of the District and the GM's current functions and workload in order to act in his/her absence. The AGM is responsible for maintaining the District's permanent records, Board policies, and administrative procedures. Other duties include but are not limited to:

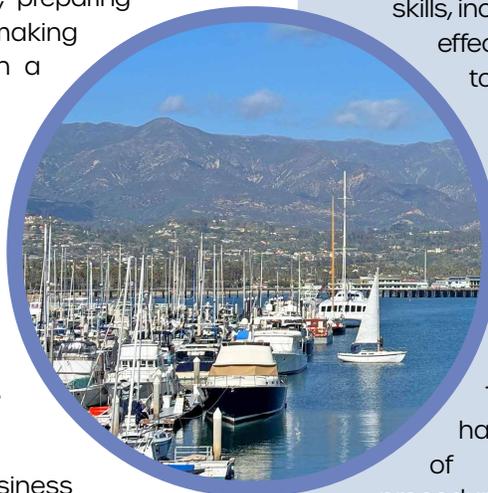


- Coordinating with department supervisors to identify and define actual or potential issues and problems, establish criteria, evaluate alternatives, and make recommendations to the GM to resolve any problems.
- Analyzing existing operating procedures and policies recommending revisions or new procedures to promote efficient, effective and consistent service.
- Interpreting policies and providing staff direction on policies, procedures and permit revisions.
- Directing policy and fiscal studies. Analyzing data, preparing detailed reports, proposing solutions, and making presentations to the Board and other groups on a variety of subjects.
- Reviewing District contracts for conformance with applicable policies and legal standards and negotiating and administering consultant and service contracts.
- Analyzing problems, proposing solutions, eliciting the cooperation of others, and negotiating effectively using professional interpersonal relations skills.
- Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Writing reports, business correspondence, and procedure manuals.

Candidates should consult the full job description for more information.

THE IDEAL CANDIDATE

The Goleta Sanitary District is seeking an innovative, collaborative leader as the next Assistant General Manager. The ideal candidate will know how to manage, inspire, and lead a high-functioning team and facilitate organizational innovation and excellence. The incoming AGM must be well versed in developing and implementing departmental policies and procedures as well as preparing and administering departmental budgets. Knowledge of the principles and practices of public administration as applicable to the operation of a special district in California as well as the principles and practices of capital project management and financing are essential. Candidates must be well versed in executive level leadership and management skills as well as possess the ability to establish and maintain positive and effective working relationships at all levels of the organization and with external stakeholders. Excellent verbal and written communication skills, including the ability to make effective, tactful presentations to a variety of audiences, are required. Candidates must possess the ability to develop and implement long range strategic plans as well as conduct research and solve complex problems.



The incoming AGM must have in-depth knowledge of governmental policies, procedures, ethical requirements, and legal constraints relevant to public sector management. The ability to interpret and apply Federal, State, local and District procedures, rules and regulations is essential. Candidates must exhibit commitment to the achievement of the District's



mission and personally exemplify the District's values. Familiarity with Federal and State laws, rules, and regulations regarding personnel administration, fair employment, hiring processes, progressive disciplinary methods, workers compensation, benefit administration, the Americans with Disabilities Act, and the California Environmental Quality Act, as well as public purchasing and public project contracting requirements, are essential.

Qualified candidates will possess a Bachelor of Arts or Science degree in Engineering, Public Administration, Business Management, Economics, or related field of study from an accredited four-year university or college, along with broad and extensive work experience in public sector management with positions requiring the responsibility for the formulation and implementation of programs, fiscal systems and services. A minimum of seven (7) years of experience in management of municipal infrastructure or similar public sector experience is required. Possession of a master's degree in public administration from an accredited university or college and/or registration as a Civil Engineer in the State of California is highly desired.

THE COMPENSATION

The annual salary range for the AGM position is \$193,253 - \$246,415. Placement within this range is dependent upon experience and qualifications. The Board of Directors will be considering a Cost-of-Living adjustment in July 2025. The District also provides an excellent benefits package that includes generous time off, a fully paid health insurance option for the employee and his or her family, a paid dental and vision plan, a paid retirement health plan for the employee and his or her spouse and dependents (depending on years of service), and much more.

For a complete list of benefits visit the District's website:

<https://goletasanitary.org/>

Retirement - The District participates in the California Public Retirement System (CalPERS). Newer participants in CalPERS, hired after January 1, 2013, are subject to the California Public Employee Pension Reform Act (PEPRA) and have a benefit formula of 2% at 62. For more information consult the CalPERS website or contact the District:

<https://www.calpers.ca.gov/life-events/new-calpers-member>

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

**Filing Deadline:
April 25, 2025**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the Goleta Sanitary District. Candidates will be advised of the status of the recruitment following selection of the AGM.

If you have any questions, please do not hesitate to call Ms. Yasmin Beers:

(916) 784-9080



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