



Water Replenishment District
4040 Paramount Blvd
Lakewood, CA 9071
(562) 921-5521 – www.wrd.org

The Water Replenishment District of Southern California Invites Applications for the Position of **INTERNAL SERVICES MANAGER**

Full-Time Position/ Salary Range: \$100,000 - \$120,000 Annually; Starting Salary will Depend on Qualifications

Under the general direction of the Assistant General Manager/Chief Engineer, the Internal Services Manager shall plan, organize, direct, and review the administrative activities and operations of the district including human resources, information technology, data analytics, and support services; provide highly responsible and complex staff assistance to the General Manager, Assistant General Manager and the Board; and perform related work as assigned to ensure effective and efficient delivery of district services.

Essential Duties and Responsibilities:

This list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed.

- Assumes full management responsibility for all Internal Services Management's programs, projects, services, and activities.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the function; establishes, within district policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for conformance with standards, including program and project priorities; responds to staff questions and concerns and conducts performance evaluations; works with employees on performance issues; implements discipline and termination procedures.
- Monitors and provides guidance for the district's data analytics program (e.g., Enterprise Resource Planning (ERP), Asset Management, and Computerized Maintenance Management System (CMMS)); assists with the development of programs to manipulate, acquire, and report on data to analyze short and long-term trends and to help identify efficiencies.
- Develops, plans, and schedules for long-term human resources and/or data analytic and information technology programs; organizes available resources for the efficient operation of the department; compiles estimates, contract provisions, and specifications.
- Manages all activities related to the district's administrative support team, including the maintenance of information contained in logs, written communications, databases, spreadsheets, and other district applications,
- Oversees the support team's interaction with members of the Board to ensure timely submission of agendas, minutes, and notifications to comply with Brown Act requirements.
- Administers, maintains, and develops District policies and administrative regulations pertaining to human resources; provides assistance to management, supervisors, and staff in the interpretation of human resources policies and procedures; ensures compliance with Federal and State laws and District policies related to personnel management and employer/employee relations; provides leadership in representing the District in employee disciplinary actions, grievance resolutions, hearings and representation before various Federal and State agencies; communicates and consults with legal counsel on employee litigation.
- Administers the District's employee benefits program including employee health and wellness programs, workers' compensation, risk management, and retirement programs.
- Oversees the response to Public Information Requests based on appropriateness and availability of the data.
- Monitors changes in laws, regulations, and technology that may affect District operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned.
- Performs other duties as assigned.

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of database management, data mining, and data analytics to provide support to database management team including familiarity with ERP, Asset Management, and CMMS applications.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration, monitoring, and legal requirements.
- Principles, practices, and techniques of human resources in a public agency setting, including recruitment, selection, equal employment opportunity, and employee orientation; job analysis and classification; compensation and benefit analysis and administration; risk management, workers' compensation, and occupational safety; and employee and labor relations, including the interpretation of laws, regulations, policies, and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, requests for proposals, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Minimum Qualifications**Education, Training, and Experience:**

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, finance, or a closely related field;
- **AND** five (5) years of professional-level experience in the administration of a complex governmental organization. Experience should include overseeing human resource management, support staff and/or information technology functions. Two of the five years must have included staff oversight or supervisory responsibilities.

Benefits Overview:

The Water Replenishment District offers excellent benefits which include: vacation, holidays and sick leave; medical, dental and vision plans; life, short-term and long-term disability insurance; retirement through the California Public Employee's Retirement System (PERS) with Social Security; deferred compensation plans; employee assistance program and educational rebate program. Details can be provided upon request.

Selection Process: Applications will be reviewed in detail to identify the most qualified candidates to interview. One or more selection interviews will be tentatively scheduled for May 19, 2017.

Application Procedure: To be considered for this exciting opportunity, candidates should apply through CalOpps.org. Please click on this link to Apply: www.calopps.org-Internal Services Manager

Deadline to Apply: OPEN UNTIL FILLED

Additional inquiries about the position may be directed to Bruce Davis bdavis@rgs.ca.gov.

Neither Regional Government Services nor the Water Replenishment District of Southern California are responsible for failure of internet forms or email in submitting your application. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing bdavis@rgs.ca.gov.

**THE WATER REPLENISHMENT DISTRICT OF CALIFORNIA
IS AN EQUAL OPPORTUNITY EMPLOYER**