



# NIPOMO COMMUNITY SERVICES DISTRICT

*INVITES APPLICATIONS FOR*

## GENERAL MANAGER





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## THE COMMUNITY

Nipomo is located in southern San Luis Obispo County on California's Central Coast, approximately halfway between Los Angeles and San Francisco. The nearest incorporated city to the north is Arroyo Grande and the nearest incorporated city to the south is Santa Maria (Santa Barbara County). Nipomo is located at the foot of the Temettate Ridge. Appropriately, the name Nipomo is derived from the Chumash Native American's word "Nepomah", meaning "the foot of the hills".

The small community provides many of the basic necessities including: K-12 schools, medical professionals and facilities, including pharmacies, grocery shopping, restaurants, a public library, a county park, a senior center, and a variety of clubs, religious institutions, and activities.

Nipomo is known for its open space and friendly lifestyle. Climate is mild with temperatures rarely reaching above 85 or below 30 degrees Fahrenheit. Many homes are on an acre or more and provide space to keep a horse, plant a garden or an orchard of fruit trees. The community is very proud of its heritage that began with the Rancho Era of Alta California, before California itself became a state.

## THE DISTRICT

The Nipomo Community Services District (District) is a multi-service special district formed on January 28, 1965. The District serves approximately 13,700 residents and property owners, residing within an area of approximately seven square miles, with water, sewer, solid waste, limited drainage, street lighting, and street landscape maintenance. The District has a stable and pragmatic five-member elected Board of Directors that governs the District. The District consistently receives the Special District Leadership Foundation Transparency Certificate of Excellence. The current General Manager is retiring.

The District has an operating budget of approximately \$12.0 million and twenty-two full-time staff positions. The retiring Finance Director has been an employee of the District for thirty years, and has spent the last two years training a new Finance Director. The District has received unqualified audit reports for more than thirty years. For the past ten fiscal years, the District has received the prestigious Certificate of Achievement for Excellence in Financial Reporting (ACFR) from the Government Finance Officers Association for its comprehensive annual financial report.

The District operates a water system serving its entire customer base and two sewer systems which serve a subset of the water customer base (some homes are on individual sewage disposal (septic) systems). In past years, the District completed over \$35 million in capital improvement projects, on schedule and within budget. Projects include a \$13 million upgrade of its Southland Wastewater Treatment Facility and a \$17 million Supplemental Water Project. The District's long-standing Director of Engineering and Operations is the recipient of the American Society of Civil Engineers, San Luis Obispo County Chapter and Los Angeles Section, 2015 Outstanding Civil Engineer in Public Sector award.



THE NIPOMO COMMUNITY SERVICES DISTRICT'S MISSION IS TO PROVIDE ITS CUSTOMERS WITH RELIABLE, QUALITY, AND COST-EFFECTIVE SERVICES NOW AND IN THE FUTURE.





The District's statement:

*Provide superior and cost-effective services to our customers, maintain a valued place to work for employees, earn the respect and support of the public, and help maintain the rural quality of life in Nipomo.*

The District's values are: (expressed as questions which can be posed to help make difficult decisions)

- *Is it open, transparent and responsive to our customers?*
- *Is it sensitive to rates, cost efficient and financially responsible?*
- *Does it support our commitment to maintaining quality facilities and infrastructure?*
- *Does it support our ability to provide quality and reliable services?*
- *Does it support the welfare of our employees?*

## CHALLENGES AND OPPORTUNITIES

- Water resources protection:
  - The District will need to build out its supplemental water project to full capacity of 3,000 AFY by July 1, 2025.
  - The District seeks to have the County implement sustainable water supply policies in conjunction with development approval.
  - The District must continue to pursue other sources of water for long-term supply sustainability.
  - The District must continue to be a leader on the local groundwater management area technical committee and 'at the table' for regional water supply planning.
- Consolidation of the Blacklake Wastewater collection and treatment system with the Town Wastewater collections and treatment system is underway and needs to be completed by March 2025. Once consolidation is completed, there will need to be a rate study to support the combined systems.
- An update of the District's 2007 Water and Sewer Master Plan is needed.

## THE IDEAL CANDIDATE

The ideal candidate will be professional and competent in public meetings. The future General Manager will have a strong background in water resources management, public agency law, public administration, and will demonstrate competency in a broad range of technical, operational, and administrative topics with the ability to convey complex issues to lay audiences with tact and composure.

The Board is seeking an enthusiastic leader who is a creative and experienced individual for their new General Manager. The candidate will possess experience building and leading a cohesive staff team. The incoming General Manager should be knowledgeable about and skilled in addressing California water resource issues, working with multi-agency partnerships, County Boards/Councils and consultants.

An ideal candidate will have demonstrated an ability to listen and understand a variety of viewpoints, facilitate discussions and address complex issues pragmatically with respect for all parties and views. The new General Manager will have excellent interpersonal and communication skills, combined with strong negotiating skills to address issues facing the District.

The ideal candidate will have a minimum of seven years of progressively increasing experience in public administration, administering public utilities, and/or managing public works projects. Direct experience in water resources acquisition and management is highly desirable. A Bachelor's or advanced degree in one of the following fields is required: public administration, business administration, engineering, or law.



## COMPENSATION

The starting salary for the General Manager is \$160,000 to \$190,000, depending on qualifications. The District offers an excellent benefits package including:

**Retirement:** PERS 3% @60 or 2% @ 62, depending on applicant's status in PERS. Employee pays the CalPERS employee contribution.

**Social Security:** The District does not participate in Social Security but does provide 1.45% matching Medicare contribution.

**Health Insurance:** The District pays 100% of premium for employee and dependents.

**Dental/Vision:** The District pays 100% of premiums for employee and dependents.

**Deferred Compensation:** Plan available with no District contribution.

**Vacation:** Negotiable.

**Holidays:** 12 paid holidays per year.

**Administrative Leave:** 5 paid days per year.

**Sick Leave:** Eight hours per month with accrual to a maximum of 180 days.

**Contract:** The District will provide the new General Manager with a contract.

## SELECTION PROCEDURE

The information contained in the application and responses to the supplemental questions will be evaluated and taken into consideration throughout the employment process. Applicants should list all employers and positions held within the last ten years in the work history section of the application and be as thorough as possible when responding to the supplemental questions.

Candidates must complete the supplemental questions to be considered. Please also attach a resume and cover letter to your application.

This is a civil service position. Therefore, an application screening will be conducted to evaluate satisfaction of minimum qualifications. Candidates considered most qualified will be invited to a Panel Interview. The most appropriate candidates from the Panel Interview will be forwarded for a Final Selection Interview with the Board of Directors.

### TIMELINE AND TENTATIVE KEY DATES

- ◆ Application materials accepted through Monday, March 20, 2023
- ◆ Application materials and supplemental questions screened the week of March 20, 2023
- ◆ Panel Interviews March 29 and March 30
- ◆ Final Selection Interviews with Board of Directors week of April 5th

Please be mindful of the timeframe established above. Although it may be subject to some change, it would be wise to plan availability around these dates.

### TO APPLY

If you are interested in this outstanding opportunity, please visit our website at [www.ncsd.ca.gov](http://www.ncsd.ca.gov) to review and obtain an application online.

Questions can be directed to:  
Lisa Bognuda, Finance Director & Assistant General Manager  
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