



## **Assistant General Manager – Saint Paul Regional Water Services**

The City of Saint Paul is looking to hire an Assistant General Manager – Saint Paul Regional Water Services (SPRWS). SPRWS provides drinking water and related services to the City of Saint Paul in addition to several surrounding suburban communities including Maplewood, West Saint Paul, Lauderdale, Falcon Heights and Mendota Heights. Water is provided on a wholesale basis to the cities of Roseville and Little Canada. The utility provides water to over 415,000 residential customers on a 24/7/365 basis.

SPRWS is a City department that consists of about 250 employees dedicated to providing quality water and services to our customers at a reasonable cost. Water is collected and treated to meet or exceed all drinking water standards at the McCarrons Water Treatment Plant. From there it is distributed to our customers through a system that includes 1,200 miles of water mains, 94,000 service connections, 10,000 hydrants, along with many valves, pumping stations and water storage facilities. SPRWS conducts business that results in annual revenues totaling \$68 Million. Our operating budget is \$45 Million with a capital budget totaling \$23 Million. SPRWS consists of four divisions, each led by a division manager. These divisions include Production, Distribution, Business and Engineering.

The Assistant General Manager reports directly to the General Manager and will oversee many department wide functions including safety, security, emergency response, human resources and business improvement initiatives. The position also works closely with the General Manager in overseeing all operational, planning and support activities of the department. The position will direct all day to day department functions in the absence of the General Manager.

### **The successful candidate will possess:**

#### **An understanding of and the technical ability to work in a regional water utility that involves all aspects of providing drinking water to the region:**

- Conceptual understanding of the full range of modern principles, terms, procedures, and practices of municipal civil engineering in relationship to water supply, purification, storage, and distribution.
- Plan and manage, simultaneously, multiple SPRWS projects and on-going programs, which have a high level of community impact, within negotiated deadlines. Direct initiatives to implement personnel plans, safety and regulatory standards, and business improvement strategies.
- Leadership in identifying and resolving the most difficult and complex technical and resource utilization problems associated with the work.

#### **An expert understanding of City government:**

- Strategic focus and approaches which connect the Department's strategic and tactical plan to the City's Strategic Plan. Achieves results and adds value to the organization by implementing appropriate strategies and assuming responsibility for results. Manages successful implementation strategies and works collaboratively with others.
- Bargaining unit contracts and administration of contract provisions.
- Directs the development and implementation of budgets and the management of funds. Assists with financial resource issues and balances resources.



### **The ability to provide sound decision making and problem solving skills**

- Factor such matters as issues of budget limitations, contending interest groups, interagency concerns, legal issues, and the political climate as they affect technology into the decision making process.
- Identify and minimize the most complex risks and liability implications involved in policy development, long-term planning, and strategy administration.
- Create an atmosphere conducive to the transfer of expert knowledge to others and positively influence managers, supervisors, and employees.

### **The ability to communicate effectively with all internal and external customers while providing unparalleled Customer Service**

- Effectively communicate whether listening, speaking, or writing, with individuals and groups from varied social and economic backgrounds, including elected officials, department directors, representatives of other jurisdictions and private organizations, subordinate employees, the media, and the general public.
- Explains or oversees the explanation of technical issues to non-technicians. Resolves differences among competing points of view and develops commitment to mutually acceptable goals.
- Demonstrates an understanding of and respect for the diversity of customers, officials, co-workers, and supervisors, including individuals who may have a disability or whose first language may be one other than English.

### **Candidate Qualifications**

A Bachelor's Degree in Civil Engineering, water quality, or a closely related field and:

- Ten years of professional engineering or water quality experience including two years as a Civil Engineer IV, Water Quality Supervisor, equivalent, or higher level experience; OR
- A Master's Degree in Civil Engineering, Water Quality field, or Business Administration, and eight years of the specified experience.
- No substitution is allowed for the Bachelor's Degree and two years of experience identified above.

The ideal candidate will be registered as a professional engineer in the State of Minnesota and possess a Minnesota Class "A" Water Systems Operator Certificate.

### **Compensation and Benefits**

This is an unclassified, at-will position appointed by the Department Director. The salary range is \$105,248.00 - \$143,728.00 annually, with starting salary dependent on experience and qualifications. In addition, the salary is supplemented by Saint Paul's outstanding benefits package which includes:

- Medical Insurance - Medical coverage is fully paid for employee; significant City contribution for employee and family coverage.
- Dental Insurance - Preventative dental coverage is provided. Optional dental is available.





- Short-Term Disability and Long-Term Disability are provided.
- Life Insurance - Saint Paul pays for 100% of premium cost for an amount of coverage equaling one and one-half (1.5) times the employee's annual salary.
- Pension - City contribution to MN Public Employee Retirement Association.
- Vacation - Vacation time is accrued at a minimum of 17 days per year.
- Other Leave - Employees receive ten paid holidays and six personal days every year.
- Deferred Compensation – Employer contribution match is available

### **Application Process**

To be considered for this exceptional career opportunity, please submit the following:

- Cover letter and Resume
- Answers to the following Applicant Questions:
  1. Describe your management and leadership experience in the following areas:
    - a) Water utility operations including Distribution and Production
    - b) Water utility planning, finance and business operations and customer service
    - c) Experience with labor unions and labor relations
    - d) Experience in safety and emergency response programs
  2. Describe what you believe are the top three challenges currently facing drinking water providers. Please support your responses.

Applications can be mailed or emailed to:

Sandy Kimbrough  
 Human Resources Consultant  
 25 West Fourth Street, Suite 200  
 Saint Paul, MN 55102  
 P: 651-266-6510  
[sandy.kimbrough@ci.stpaul.mn.us](mailto:sandy.kimbrough@ci.stpaul.mn.us)

Review of applications begins on February 8, 2018.

Additional information about the City of Saint Paul can be found on our website at [www.stpaul.gov](http://www.stpaul.gov).

