

CITY OF RIVERSIDE

City of Arts & Innovation



An Outstanding Career Opportunity

UTILITIES GENERAL MANAGER

recruitment services provided by Ralph Andersen & Associates



THE OPPORTUNITY

The vacancy for the position of Riverside Public Utilities (RPU) General Manager (GM) is due to the retirement of David Wright, who has been with the City since 1988 and serving in his current position for the past eight years. The City of Riverside is recruiting nationally for a highly experienced utilities professional to manage the day-to-day activities for this nationally recognized and award-winning City. This position reports to the Assistant City Manager and works closely with an appointed nine-member Board. The General Manager is accountable for leading a dynamic and robust organization of over 550 dedicated employees with a combined capital and operating budget of approximately \$332.1 million. Through a highly skilled executive team, the GM oversees a values-based organization that implements prioritized short- and long-term strategies to accomplish the RPU mission and vision.

The GM carries out executive responsibilities in a highly visible, sometimes controversial, and political environment. Operating within broad general policy guidelines, the GM exercises substantial latitude and discretion to achieve effective and efficient utilization of City resources in serving its customers and diverse group of stakeholders. This is an exciting, stable opportunity with a variety of unprecedented challenges and opportunities for an experienced utilities executive. The ideal candidate must have strong leadership and interpersonal skills with a successful track record of leadership in the utility industry. He/she should have a vision for the future and the ability to develop strong teams, and be well versed in strategic planning and working in a multidisciplinary organization.

THE CITY OF RIVERSIDE

The City of Riverside's location approximately 60-miles east of Los Angeles puts it within driving distance of Southern California's other attractions, like Disneyland, the Pacific Ocean and its beaches, Palm Springs, mountain resorts including winter recreation, and many area wineries. Riverside has a rich history that has played a part in shaping California's development as an agricultural leader. Riverside is the home of California's first naval orange trees in 1873, one of which still stands today and is a California Historical Landmark. The success of orange trees in Riverside made the new citrus industry a "second gold rush" for California, and, during this time, Riverside was the wealthiest city per capita in the nation. Founded on the principles of education, culture, and beauty, Riverside was named one of the nation's Most Livable Cities in 2010. The City has grown to be the 12th largest city in the State, and the 6th in Southern California, with a population of 303,871.

Stretching over 81-square miles, Riverside is home to the University of California at Riverside as well as three other universities and colleges, including California Baptist University, La Sierra University, and Riverside Community College, along with several museums that celebrate art, history, technology, and culture. The City's scenic landscape includes hills, parks, and preserved open spaces. The Historic Mission Inn & Spa is the focus

of the City's famous Festival of Lights, a six week-long festival of activities that include carriage rides, skating under the stars at an outdoor ice rink, live music, and, of course, millions of lights to celebrate the holiday season. Other events held in Riverside include the Festival of Trees, the Dickens Festival, the Riverside Airshow, the International Film Festival, and the Riverside Arts Walk, which takes place the first Thursday of every month. As the City of Arts and Innovation, Riverside is truly a marvelous place to live, work, and play.

CITY GOVERNMENT

Riverside was incorporated in 1870, and is governed by the council-manager form of government. The City Council is comprised of the Mayor, who is elected city-wide, and seven members who are elected by ward and serve four-year terms. The Mayor and City Council appoint the City Manager to oversee city operations, which include a budget of \$993 million and staff of 2,497. The City of Riverside has won many awards and recognitions, including being listed as a Top 25 City for Business by Executive Outlook Magazine; an Emerald City designation by the State of California Department of Conservation for sustainable green initiatives and renewable energy, the first such designation given; one of America's 100 Best Communities for Young People by America's Promise Alliance; and the Number 3 "Can Do City" by Newsweek Magazine.

A COMMUNITY UTILITIES COMPANY

Established in 1895, Riverside Public Utilities is a customer-owned water and electric utility governed by a board of nine community volunteers and the City Council that provides high quality, reliable services to a population of 300,000 in and around the City of Riverside.

Riverside is one of more than 2,000 cities in the United States that light up homes and businesses with "public power" – electricity that comes from a community-owned and operated utility. Additionally, the City maintains local water resources that allow it to meet its customer's demands while being 100% independent from imported water sources.

Unlike privately-owned energy and water companies, public utilities do not serve stockholders; instead, the mission is to serve the needs of customer-owners. Success is measured by the reliability of water and power delivery.

These investments include construction of water treatment facilities, local power generation plants, and renewable energy projects. The Conservation rebate programs and valuable budget transfers to the City's general fund support Riverside's parks and public safety departments as well as local development projects.

Riverside Public Utilities is also committed to increasing the use of renewable energy resources and sustainable living practices that help reduce environmental impacts within the City of Riverside and the state of California.

Services Provided by RPU include:

Electric – Riverside Public Utilities provides electric service to over 106,000 metered customers, with a service area population of approximately 300,000, encompassing over 82 square miles. Riverside Public utilities owns, maintains, and operates 91 circuit miles of transmission lines, 1,283 circuit miles of distribution lines, 14 substations, and two generating plants totaling 140 megawatts.

The Electric Utility acts competitively, with a sharp focus on customers, while maintaining a financially sound utility. Compared to other local utilities, Riverside's rates are lower, reliability is higher, and more funds are returned to the local community in the way of low income assistance, rebates, and community support. The Electric Utility is committed to renewable power, energy and water conservation, and community education. Some of the most notable achievements are a commitment to an aggressive Renewable Portfolio Standard and increase in locally generated solar power.

Water – The Water Utility is responsible for providing adequate water supplies to its customers at the lowest possible cost. This includes assuring continued access to water resources while maintaining a high quality water supply and a reliable water distribution system. In addition, several significant water line replacements have been completed, ensuring improved reliability.

The Water Utility services over 64,000 metered customers, with a service area population of approximately 300,000. The Water Utility maintains its own distribution system, which contains 988 miles of pipeline ranging from 2 inches to 6 feet in diameter, 55 domestic wells, 15 active reservoirs (with a capacity over 100 million gallons), and 14 miles of canals.

GENERAL MANAGER RESPONSIBILITIES

The next General Manager will be self-starting, energetic, creative, and results-oriented in overseeing the daily operations along with the Deputy General Manager/Electric, and five Assistant General Managers (Resources, Customer Relations/Marketing, Water, Finance, and Administrative). In consideration of the City's established goals and priorities, the General Manager is expected to provide inspirational leadership for the Utilities employees to accomplish the Utilities adopted Mission, Vision, and Strategic Objectives and to develop and implement specific business plans and programs to meet the Strategic Objectives. The General Manager will focus on cost reduction, increasing efficiency, and will be responsible for leading the City in formulating and implementing the next wave of business process reengineering and overall performance enhancement. The General Manager will be expected to demonstrate expertise in a wide range of Challenges and Opportunities facing Riverside Public Utility and to work at the local, State, and Federal levels to ensure continued emphasis on customer service, employee relations, and accountability throughout the organization.

Other specific responsibilities of the General Manager position include:

- Ensure ongoing and effective communication flow with the Assistant City Manager/City Manager and Board on what is being considered, taking place, and the status of initiatives and projects within the Utility;

- Provide leadership and management in the development and implementation of RPU strategies, policies, and programs in the areas of (1) the supply, distribution, quality, conservation, and management of surface water and groundwater, (2) the generation, supply, distribution, and transmission of electric power and electric industry deregulation and competition, and (3) employee relations and training;
- Be a representative and spokesperson of the City with elected policy makers and local, State, and Federal agencies to protect and enhance the Utilities interests as they relate to water, electric power, and other relevant issues;
- Continually be on top of issues that affect the Utility, including current and potential future trends in California water and environmental issues, the electric utility industry, and innovative business practices;
- Provide leadership within key stakeholder groups on electric utility issues that affect the City and public power within California;
- Act as a mentor and coach to the management team to develop the future leaders of the Utility; and
- Serve as a spokesperson when necessary, on a wide range of issues affecting the Utility.

THE IDEAL CANDIDATE

The ideal candidate will have a highly successful career with a verifiable track record of demonstrated leadership in guiding an organization that embraces best practices while providing a constructive culture to effectively and efficiently deliver its mission. Candidates must be committed to providing leadership that will inspire, motivate, and empower staff to achieve established goals. This person must have the proven ability to instill a culture of constructive change that maximizes both staff and advanced technology resources. Candidates must have a proven track record of achieving goals and be comfortable working in an active labor environment. The successful candidate will bring personal qualities and attributes necessary to support and encourage a staff of over 550 in their important role of water and power energy delivery and utility system operations.

The General Manager will have the necessary skills needed to build upon a cooperative team spirit with senior leadership and subordinate staff. The General Manager will have strong technical skills in this highly regulated setting, ensuring that all water and energy delivery assets are in compliance with all licenses and regulations including WECC, NERC, and FERC requirements. Riverside Public Utilities' commitment to ensure the safest of working environments is one of its highest concerns. The General Manager will bring a strong record of promoting and achieving a work setting that is safe for employees and prevents damage to property and the surrounding environment.

The General Manager will also have skills in performing ongoing evaluations of the Utilities services and operations by applying professional and operational standards as well as comparatives to other best practices in the utility industry. Excellent communication and interpersonal skills are essential for the success of this individual who must be able to effectively integrate into the highly professional and participatory team environment found throughout the RPU organization.



Personal characteristics and attributes that have been valued under current leadership and will be expected in the new GM include:

- Ability to provide leadership and inspire staff, motivate and empower staff to achieve established goals;
- Creative entrepreneurship and effective financial management skills;
- Demonstrated leadership complemented by a high level of initiative, interpersonal and cultural sensitivity, creative and flexible problem solving skills, and excellent internal and external communication skills;
- Integrity and intellectual honesty; belief in the value and necessity of equity and diversity;
- Outstanding interpersonal skills with an ability to engage in dialogue at all levels of the organization with ease and compassion;
- Knowledge of regulations and experience working collaboratively with governmental agencies;
- A proven track record of achieving goals on time and on budget;
- Being comfortable working in an active labor/union environment with successful experience in supervising large groups including training, mentoring, delegating and ensuring accountability;
- Able to present technical information and concepts clearly, convincingly, and effectively both orally and in writing; and
- Effectively lead the organization always striving for “best in class” and excellence in performance.

In summary, top candidates will excel in providing leadership and guidance to this dynamic, complex and well-run organization. The General Manager must be supportive of the mission/philosophy and promote Riverside’s vision and standards to deliver the best customer service experience of any utility in the nation.

MINIMUM QUALIFICATIONS

Any combination of experience and education that likely provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education – Requires a Bachelor’s degree with major course work in engineering, business administration, public administration, economics or a related field. A master’s in business or public administration is preferred.

Experience – This position requires at least five (5) years of substantial management and leadership experience in a public or private utility including planning, organizing, directing, and controlling operations.

Candidates will be responsible to appropriately portray career history and accomplishments and overall match with this executive level position through submitted material for consideration by the Search Committee. The Search Committee reserves the right to select any combination of experience, education and career history that will uphold the ideals and values of this organization and continue to provide the highest level of service to the City of Riverside.

Final Selection and Appointment: The City Manager will select the most highly qualified candidates for presentation to and concurrence of the Board of Public Utilities based on a combination of education, career experience, and accomplishments that best fit the needs of the City of Riverside.

TO BE CONSIDERED

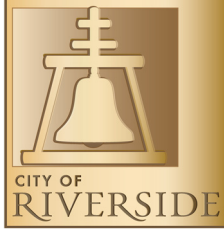
This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. The first review of resumes will take place on September 27, 2013. This position is open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process.

To be considered, candidates must submit a compelling cover letter; comprehensive resume; salary history; and six (6) professional references. An electronic version of all submittals is strongly encouraged. Interested candidates may apply via email to apply@ralphandersen.com.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Ideally, the Utilities General Manager will join the City of Riverside in December 2013, or sooner.

Finalist candidates will be required to sign a release form to authorize preliminary reference calls and verifications to be conducted. Employment history, degrees obtained, and other certifications/accomplishments will also be verified.

Should you have any questions regarding this position or the recruitment process, please call Mr. Robert Burg or Ms. Heather Renschler at (916) 630-4900. Confidential inquiries are welcomed.



COMPENSATION AND BENEFITS

Compensation: The annual salary range for the Utilities General Manager is from \$177,876 to \$222,348. Placement within the range is negotiable and dependent upon qualifications (DOQ).

Health, Vision, and Dental Coverage: The City provides seven Health Plans, one Vision Plan, and three Dental Plans. Vision coverage is provided through Vision Services Plan (VSP) and is automatically included with all health plan selections.

Vacation and Sick Leave: Leave is accrued at the rate of 200 hours for vacation and 96 hours of sick leave annually.

Holidays: 11 paid holidays each year.

Life Insurance Coverage: A basic amount of Life Insurance equal to twice the annual salary, rounded to the next higher multiple of \$1,000 is provided, up to a maximum amount of \$700,000. The City pays 100% of the cost of basic life insurance. In addition, Accidental Death & Dismemberment (AD&D) coverage equal to the basic amount of Life Insurance is provided.

401(a) and 457 Deferred Compensation Plans: The City provides a **one-time** opportunity to enroll in a 401(a) Deferred Compensation Account. Employees may “irrevocably” defer a certain percentage or dollar amount of their salary on a pre-tax basis. The City offers two 457 Deferred Compensation Plans. Contributions are deducted on a pre-tax basis. A minimum contribution of at least \$10 per pay period must be made to participate.

LTD Coverage: The City offers a voluntary Long-Term Disability (LTD) Plan with coverage equal to 60% of the employee’s monthly pay, up to a \$7,000 maximum. The associated premium is paid by the employee on an after-tax basis. To qualify for benefits, employees must meet the plan’s definition of disability.

Retirement Plan: Employees are automatically covered under the City’s Retirement Plan, which is offered through CalPERS. The retirement benefit factor is 2.7%@55 or 2%@62 years of age, depending on membership date with CalPERS.

Other Benefit Information: Employees may elect to waive the Health Insurance coverage offered by the City and receive a \$2,000 annual stipend under the “Health Opt-Out” program. Additional Life Insurance and Flexible Spending Account plans are available to all City employees for optional enrollment.



RIVERSIDE PUBLIC UTILITIES ORGANIZATION CHART

