

Posting Date: July 1, 2019

Title of Position: District Superintendent

System Name: Mendocino City Community Services District

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Job Description: The Superintendent position has a highly visible and critical role within the District. The District Superintendent reports directly to the Board of Directors, and has the authority to direct all day to day District administrative and operational activities. The Superintendent is responsible for overall management and maintenance of the District's collection, wastewater treatment, and recycled water systems. The new Superintendent will have a key role in providing operational experience in the scheduled expansion of the recycled water system and the upgrade of the Mendocino Wastewater Treatment Plant.

Mendocino City Community Services District (MCCSD) provides essential services for the Town of Mendocino. The District's three jurisdictions are wastewater treatment, street lighting, and groundwater management. The District manages and maintains nine miles of collection system with sewer mains ranging in size from 15-inch trunk lines to 4-inch laterals and three lift stations. Wastewater collected from the Mendocino Sewerage System is treated at the District's 0.30 MGD extended aeration treatment plant. MCCSD also treats wastewater from Russian Gulch State Park and the Mendocino Unified School District located outside of the District. The plant provides full tertiary treatment before discharging effluent via a 996 ft. ocean outfall. The District's recycled water system is used to irrigate the Mendocino Unified School District athletic fields.

The ideal candidate must have a solid understanding of groundwater management and wastewater collection and treatment processes. He/she must be accessible to staff, and be able to motivate the District's workforce. The Superintendent should have a proven record of overseeing employees of all types, and be able to delegate responsibility when necessary. The Superintendent employment opportunity is a "hands-on" position; he/she is expected to physically assist operators with the operation and maintenance of the sewerage and recycled water systems.

Requirements:

Licenses and Certificates—Appointment as District Superintendent requires possession of the following:

- Grade III Wastewater Treatment Plant Operator's Certificate issued by the California State Water Resources Control Board
- Valid Class C driver license

Education—Associate's degree from an accredited college or university with major course work in one of the following: physical science, wastewater technology, business administration, or a related field. A background education to a BS/BA is highly desirable.

Experience—Candidates should have a minimum of two years of government administration experience including supervision, budget preparation, personnel management, and analytical report preparation and five years of experience as a senior wastewater treatment plant operator.

Compensation:

The annual compensation for the position will be based on qualifications and experience.

The District offers a complete benefit package that is competitive with other public organizations and includes:

- CalPERS 2% @ 62 Plan for a member hired on or after January 1, 2013
- CalPERS 2% @ 60 Plan for “Classic” member hired prior to January 1, 2013
- Medical Insurance and Life Insurance
- Vision and Dental Allowance
- Vacation—15 days per year (0-5 years); 20 days per year (after 5 years)
- Holidays—Eight (8) paid holidays plus one (1) paid personal day

To Be Considered:

If you are interested in this outstanding career opportunity, please send your resume with a cover letter, and work-related references to Mendocino City Community Services District, P.O. Box 1029, Mendocino, CA 95437, or e-mail at mccsd@mcn.org, by *July 25, 2019*. The District employment panel will conduct preliminary interviews in *mid-August, 2019*. Applicants will be notified when to appear for interviews. The recruitment process will also require candidates to submit a two page writing example (approximately 750 words) to assess their ability to organize their thoughts and present them in writing.

Finalist candidates will be presented to the full Board of Directors in *August 26, 2019* for the selection of the most qualified candidate. The candidate selected will be subject to a background investigation, and will be required to pass a District-sponsored physical examination. It is expected that the new Superintendent will be on board by *mid-September 2019* to allow some overlap with the current retiring Superintendent.

Should you have any questions regarding this position or the recruitment process, please call the District Office at (707) 937-5790. For further information about Mendocino City Community Services District, visit the website at www.mccsd.com.