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Byron-Bethany Irrigation District

# Assistant General Manager Recruitment

July 2023

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**THE BYRON-BETHANY IRRIGATION DISTRICT (BBID) IS A CENTURY-PLUS-OLD CENTRAL VALLEY IRRIGATION DISTRICT AT THE FOREFRONT OF PROTECTING THE OLDEST WATER RIGHTS IN CALIFORNIA AND THE COMMUNITIES THEY SERVE. THE DISTRICT SERVES A DIVERSE, EVOLVING COMMUNITY OF MULTI-GENERATIONAL FAMILY FARMERS AND A RAPIDLY GROWING URBAN AREA.**

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Founded in 1914 as the Byron-Bethany Irrigation Company, BBID, is a multi-county special district serving parts of Alameda, Contra Costa, and San Joaquin Counties across 55 square miles and 36,000 acres. The formation of BBID in early 1917 was to manage, serve, and protect its pre-1914 water to meet the agricultural needs of the Byron-Bethany area, which it has done successfully for many decades.

In 1994, BBID consolidated with the Plain View Water District taking on the responsibility of managing its Central Valley Project service area, its growers, its federal water contract, membership in the San Luis & Delta Mendota Water Authority, and partnering with the United States Bureau of Reclamation. BBID subsequently consolidated with the West Side Irrigation District in 2021 serving agricultural water through an early post-1914 water right.

Together, the District serves irrigation water to more than 300 agricultural customers, and wholesales water to nearly 30,000 residents of the growing Mountain House community and to the Tracy Hills community, as well as a number of customers in the region. BBID also manages, operates, and maintains the Byron Sanitary District, providing sewer collection and wastewater treatment and disposal service for the unincorporated, historic community of Byron.

Given the value that water, food, and electric power provide to the region's economy and quality-of-life, the District has taken a leadership role in protecting its senior water rights, the backbone of agricultural communities across California. In 2015, BBID was one of dozens of senior water rights holders curtailed by the State Water Resources Control Board at the height of historic drought. When faced with a curtailment that could have resulted in catastrophic consequences to agriculture and the communities BBID serves, BBID was successful in defending its senior water rights.

Since then, BBID has partnered on legislation to reform the state's water rights administration. In 2018, the District sponsored AB 747, which provides California's water right holders with the Constitutional due process and fundamental fairness previously lacking in the state's water rights enforcement structure. The bill created, under the State Water Board, an Administrative Hearings Office to neutrally arbitrate critically important water rights matters.

In the years to come, BBID is committed to safeguarding senior water rights, protecting California agriculture and the nation's food supply, promoting responsible development within its service area, and collaborating with water agencies as well as local, state, and federal lawmakers to ensure the reliability of California's water supply.



## OUR SERVICE AREA: AT-A-GLANCE

### Our Service Area & Water System:

- 55 square miles/36,000+ acres
- More than 300 agricultural customers
- 9 pump stations
- 30 miles of canals
- 16 miles of pipelines



### Diversion Sources:

- Two Diversion Sources (Intake Channel of CA Aqueduct & Wicklund Cut off of Old River) tributary to the Sacramento-San Joaquin Delta, including multiple diversions from the Delta Mendota Canal (DMC)



**Crop Types** (Partial List): Alfalfa, Almonds, Apples, Beans, Cherries, Corn, Grapes, Olives, Peaches, Peas, Strawberries, Tomatoes, Walnuts, Wheat

### Water Deliveries (2021)

- Byron-Bethany Service Area: 47,950 AF
- West Side Service Area: nearly 10,000 AF
- CVP Service Area: nearly 6,000 AF

**Annual Operating Budget Revenue (2023):** \$10.2 million

**Annual Expenditure (2023):** \$10.2 million

**Capital Improvement Budget (2023):** \$1 million to \$3 million

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## THE IDEAL CANDIDATE

The Byron-Bethany Irrigation District is seeking a working executive under the direction of the General Manager to assist with carrying out policy and the day-to-day operations of the District. The successful candidate for the position will be a seasoned professional with proven judgement, management skills, and integrity working within the California water industry. An individual with a solid understanding of agricultural and irrigation practices, water resources management, and engineering, construction, mapping, and surveying methods is highly desirable. Expertise and experience in agency administration, human resource management, risk management, finance and budgeting, project management, customer services, and information technology is also desirable.

The ideal candidate will also be well organized, energetic, self-confident, a good communicator, and have an open, approachable, collaborative, management style. The position requires an individual who is personally engaging, accessible, politically astute, and has a comfort with and desire for interacting with elected officials, growers, water customers, staff, local and regional government entities, business leaders, community residents, and stakeholders. The Assistant General Manager is a key member of the Management Team that will identify problems and address solutions in a strategic and forward-thinking manner. This management position will also possess a strong commitment and track record of working collaboratively with others and being able to support the General Manager by effectively carrying out the day-to-day duties and responsibilities of the position with a positive and energetic personal style.

The top candidate will be an individual that builds consensus, respect, and trust among staff and the public. Additionally, this individual will be actively involved in representing the District at all levels from working with growers and customers to partnering with neighboring agencies and collaborating with the state and federal government.



## PERSONAL ATTRIBUTES AND SKILLS REQUIRED FOR SUCCESS:

- Honest, hard-working, team player with integrity
- Ability to quickly grasp the value and service standards of the District
- Proven management and leadership skills
- Ability to “lean in” and fit within the existing culture
- Proactive, innovative, and forward-thinking
- A “can-do” positive attitude built on honesty and reliability
- Skilled at working in a highly regulated agricultural and water supply arena
- Proactive desire to meet and exceed grower and customer needs
- Effective communication skills with a commitment to fairness and transparency
- Creative and visionary
- Problem solver and decision-maker
- Ability to hold people accountable and take responsibility for leading key segments of the District

## EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical path to obtain the required qualifications would be:

Equivalent to graduation from a four (4) year college or university with major course work in engineering, public administration, finance, or a closely related field and eight (8) years of increasingly responsible professional experience in public agency administration or engineering/project management of which five (5) years should be in a management capacity. A master's degree in engineering, business, public administration, finance, or a closely related field is highly desired, but not required.

## OVERVIEW OF ASSISTANT GENERAL MANAGER RESPONSIBILITIES

The Assistant General Manager is an exempt at-will position and serves at the pleasure of the General Manager. The incumbent is a member of the District's Management Team and receives administrative direction from the General Manager, with the position being highly complex in nature. This position will include direct or indirect oversight of specific departments, dependent upon the qualifications of the incumbent. The incumbent works from general directions and/or the broadly defined missions of the District. The position requires a demonstrated ability for working successfully with staff, management, growers, stakeholders, development corporations, Board-level committees and other organizations and individuals. The position requires a considerable, multi-faceted knowledge base, tact, and prudence in working with elected officials, the community of growers, regulators, and stakeholders.

Additionally, this position will have management responsibility to ensure safe work practices, meet established deadlines, and maintain overall service quality and accuracy.



## **MANAGEMENT RESPONSIBILITIES OF THE ASSISTANT GENERAL MANAGER MAY INCLUDE:**

Direct or indirect management responsibility for planning, engineering, water resources and water accounting, operations and maintenance, risk management, finance and budgeting, capital improvements, project management, purchasing, facilities and fleet maintenance, recordkeeping, and/or human resources.

Develop, implement, and maintain District-wide goals, objectives, policies and procedures, work standards and internal controls; review and evaluate work methods and procedures for improving organizational performance, enhancing services and meeting and exceeding goals.

Participate as a contributory member of the District Management team, coordinating efforts with the General Manager and all other departments; attends meetings with the General Manager, Board of Directors, and Management Team.

Analyze complex District challenges and evaluate alternative solutions while ensuring implementation of optimal, effective courses of action.

Provide leadership and supervision; establish performance goals for employees; coordinate and participate in recruitment, selection, and training, assignment of work, management, discipline and termination of personnel; assume responsibility for motivating District personnel and identify necessary training; initiate appropriate disciplinary procedures, up to and including termination.

Develop, monitor, and administer the annual District budget and capital improvement plan, as well as monitor monthly budget reports for all program areas.

Develop and administer internal controls for District programs, ensuring continuous monitoring, evaluation, and reporting on effectiveness of controls in meeting organization goals.

Prepare and submit a variety of administrative, technical, and fiscal reports for District's program areas; prepare and conduct presentations on program areas to internal and external stakeholders, including the Board of Directors, department heads, growers, and community members.

Establish positive working relationships with representatives of community organizations, federal/state/local agencies and associations, District management, District staff, and the public.

## **OTHER MANAGEMENT RESPONSIBILITIES OF THE ASSISTANT GENERAL MANAGER MAY INCLUDE:**

Direct, manage and coordinate all field operations & maintenance activities within the District.

Train field personnel associated with field operations and maintenance and coordinate with office personnel on all water operations related issues.

Manage various projects and activities including, but not limited to, capital improvement projects, water orders, water measurement and accounting, water conservation, agriculture water management planning, drainage and irrigated lands regulatory program activities, sanitary sewer district collections, treatment, and disposal, mapping of facilities and easements, right of way and permitting activities, SGMA GSAs, CVP contract accounting, water rights reporting, among other reporting requirements.

Identify, plan, develop, and implement a grant program to leverage District funds, management, operations, and water.

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## COMPENSATION, BENEFITS, & DETAILS

The annual salary for the Assistant General Manager ranges from \$150,000 to \$225,000 based on level of expertise and experience. Increases within the salary range of up to 5% of salary each year may be authorized at the sole discretion of the General Manager based on achieving performance measures. This position is supported by an at-will employment contract and severance package.

### BBID OFFERS THE FOLLOWING BENEFITS PACKAGE:

- CalPERS Retirement: 2% @ 60 for Classic Members and 2% @ 62 for PEPRA Members
- Generous health benefits, including ACWA JPIA health care, Delta Dental, VSP, and EAP
- BBID participates in Social Security, including Medicare
- Generous vacation, sick, and holiday leave
- Life Insurance: Employer paid life insurance and AD&D policies - \$100,000
- Bereavement and \$35 per month cell phone stipend

### MOVING AND TEMPORARY HOUSING

The District may include reasonable and mutually agreeable moving and temporary housing expenses for this position to further encourage candidates to participate on a national and statewide level.

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## TO BE CONSIDERED

The Byron-Bethany Irrigation District issues this recruitment for the Assistant General Manager (AGM) position with the expectation that the process may be protracted to ensure candidates of the highest caliber are considered. The first group of applicants will be considered from those received by August 31, 2023. The recruitment is confidential and will be kept confidential until a mutually agreeable interest is established. Candidates are encouraged to apply immediately as this is a continuous recruitment. Interested parties should submit a compelling cover letter and comprehensive resume to General Manager – CONFIDENTIAL at [admin@bbid.org](mailto:admin@bbid.org). This recruitment will proceed to interviews when a pool of qualified candidates expresses an interest.

**Confidential inquires are encouraged and welcome. Please contact Mr. Edwin Pattison, General Manager at (209) 968-4436 or by email at [e.pattison@bbid.org](mailto:e.pattison@bbid.org).**

