

The logo for Goleta West Sanitary District is located in the upper right corner. It consists of an orange square on the left containing the text "GOLETA WEST" in white, with "GOLETA" on the top line and "WEST" in a larger font below it. Underneath "WEST" is the text "SANITARY DISTRICT" in a smaller font. To the right of the orange square is a graphic of green hills above a blue body of water.

GOLETA  
**WEST**  
SANITARY DISTRICT

# General Manager

GOLETA WEST SANITARY DISTRICT

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*Our mission is to protect the environment and the public's health and safety while providing efficient, responsible service.*



## The District

The Goleta West Sanitary District (GWSD) was formed in 1954 under the Sanitary District Act of 1923. It derives its authority in the California Health and Safety Code (Sections 6400-6830). For decades GWSD has provided award-winning service in wastewater collection and treatment for its customers – the citizens and businesses of Western Goleta Valley and Isla Vista. GWSD operates and maintains the wastewater collection system including approximately 70 miles of sewer lines and 2 pump stations.

Governed by an elected board of directors, the District serves approximately 6,100 connections to over 41,000 people. Wastewater is pumped through GWSD's collection system to the regional treatment plant that is owned by Goleta Sanitary District. Several public agencies are contractual users of the treatment plant. GWSD owns 40.78% of the capacity rights to the treatment plant, which equates to 3.11 MGD.

GWSD has been a leader in wastewater management and environmental protection for decades. The District was the first South Coast agency to implement a street sweeping program that removes trash and toxins from storm water runoff that flows into creeks, wetlands, ocean and beaches. This program has been in successful operation since 1963.

Since 1983, GWSD has maintained an Industrial Waste Pretreatment Program to monitor and control the discharged wastes of industrial users to the public sewer system. This program is a requirement of the Federal Clean Water Act and the Regional Water Quality Control Board. The program ensures the continued effective operation of the collection system, treatment plant, and the protection of collection system workers.

The wastewater collection system is in good condition with few major repairs required. This assessment is based primarily on ongoing closed circuit television inspection, maintenance crew observations and the District's hydraulic modeling software. GWSD has a minimal number of sewer lines with high operation and maintenance (O&M) requirements. The District has an excellent record of near zero sewer spills per miles of pipe per year and maintains a comprehensive maintenance program to combat root intrusion, grease build-up, infiltration and to project system rehabilitation needs.

GWSD's two pump stations are in good condition and well maintained. The pump stations have adequate capacity to meet the District's present and projected needs for the next ten years.

The District is supported by 7 FTEs and a FY 2024-25 budget of approximately \$9.5 million.

To learn more, go to: [www.goletawest.org](http://www.goletawest.org)

## OUR SERVICES

- » Operate and maintain the wastewater collection system including approximately 70 miles of sewer lines and 2 pump stations.
- » Provide wastewater treatment through a contractual agreement with the Goleta Sanitary District.
- » Inspect businesses and industries to ensure compliance with the Federal Clean Water Act and the Regional Water Quality Control Board.
- » Issue permits to allow connection to the District's system.
- » Inspect new construction for compliance with GWSD standards.
- » Regular street sweeping to help prevent stormwater pollution.

## The Position

Appointed by and reporting directly to the Board of Directors, the General Manager serves as the chief executive of the District and is responsible for its day-to-day management, long-term planning, regulatory compliance, and public engagement. The role demands a balance of operational excellence, financial acumen, and strategic foresight.

### Key Responsibilities

- ◆ **Strategic Leadership & Governance:** Partner with the Board of Directors to develop and implement District goals, policies, and strategic initiatives. Provide expert advice and sound recommendations to the Board to support informed decision-making.
- ◆ **Operational Oversight:** Lead and evaluate the District's core services, including wastewater collection, pump station operations, and street sweeping. Ensure infrastructure is maintained to the highest standards and complies with all applicable local, state, and federal regulations.
- ◆ **Fiscal Management:** Oversee development and administration of the District's annual budget. Approve expenditures, monitor fiscal performance, and ensure efficient use of public resources.
- ◆ **Human Resources & Team Development:** Recruit, supervise, and mentor District staff. Promote a culture of safety, accountability, and continuous improvement. Manage employee training, performance evaluations, and organizational structure.
- ◆ **Project & Asset Management:** Direct the planning, bidding, and execution of capital improvement projects. Ensure the proper maintenance and operation of District facilities and equipment.
- ◆ **Public Relations & Stakeholder Engagement:** Serve as the primary liaison to community members, regulatory agencies, contractors, civic groups, and media outlets. Communicate District priorities, respond to public concerns, and build strong partnerships.
- ◆ **Regulatory Compliance & Reporting:** Maintain compliance with all sanitary, environmental, and engineering standards. Prepare and present detailed technical, financial, and administrative reports to the Board and other agencies.
- ◆ **Emergency Preparedness:** Lead the District's safety and emergency response planning to safeguard public health and infrastructure in crisis scenarios.

## ■ The Ideal Candidate

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The ideal candidate for General Manager will be a seasoned, emotionally intelligent leader with a strong background in wastewater operations, small agency management, and team integration. They will bring a collaborative leadership style, technical expertise in plant operations, and a steady hand to guide the District through ongoing projects, organizational refinement, and leadership transition.

### **Key Attributes & Experience**

#### **Technical & Operational Knowledge**

- ◆ Deep understanding of wastewater systems, plant operations, and sanitary district infrastructure.
- ◆ Familiarity with SCADA systems and ability to lead long-term capital projects including force main repairs and facility upgrades.
- ◆ Experience navigating regulatory compliance, environmental standards, and spill response protocols.
- ◆ Thorough knowledge of Local Agency Formation Commissions (LAFCO) roles, responsibilities, and legal mandates, including practical experience working with or within a LAFCO or similar agency.

#### **Small Agency Management**

- ◆ Demonstrated ability to lead in a small, tight-knit organization where staff wear many hats.
- ◆ Comfortable with hands-on leadership and the ability to function without layers of administrative support.
- ◆ Proficient in managing contracts, vendors, engineering consultants, and Board relations without excessive legal oversight.

#### **Supervisory & Organizational Development**

- ◆ Strong personnel management skills, with a focus on clarifying job responsibilities, improving internal structures, and fostering professional development.
- ◆ Able to build systems for feedback, policy updates, and succession planning (e.g., creating senior-level roles).
- ◆ Respectful of existing team dynamics; adept at guiding change without disrupting a well-established workplace culture.

#### **Leadership & Culture Fit**

- ◆ Naturally collaborative and approachable, with a leadership style that inspires trust and encourages shared decision-making.
- ◆ Willing to lead by example, enforce rules consistently, and resolve conflicts diplomatically.
- ◆ Values the District's family-oriented, long-tenured workforce and brings a people-first mindset.
- ◆ Respects internal interest in advancement while bringing an external perspective to elevate management practices.



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### **Governance & Strategic Engagement**

- ◆ Experience preparing and managing Board agendas, facilitating meetings, and serving as liaison between staff and Board.
- ◆ Proactive in promoting Board education through participation in CASA, CSDA, and other sector-wide associations.
- ◆ Supports a culture of continuous learning for both staff and Board members.
- ◆ Comprehensive understanding of special districts governance, formation, and legal frameworks, with a clear ability to apply this knowledge in policy development, organizational planning, and regulatory compliance.

### **Communication & Integration**

- ◆ Exceptional communicator able to establish positive rapport with internal and external stakeholders.
- ◆ Understands the importance of leveraging the outgoing GM's institutional knowledge to ensure a seamless leadership transition.
- ◆ Well-organized and strategic, with a track record of keeping operations and projects on schedule.

### **Desirable Qualifications**

- ◆ Prior executive or senior management experience in a sanitary district, special district, or public utility.
- ◆ Advanced knowledge of environmental compliance, public agency budgeting, and public infrastructure operations.
- ◆ Track record of successful team-building and change management in a small to mid-sized public agency.
- ◆ Strong advocate for professional development and stakeholder collaboration at the local and state level.
- ◆ Demonstrated strong administrative skills, including the ability to manage complex tasks, prioritize effectively, and maintain operational efficiency in a government or public agency setting.

### **Personal Characteristics**

- ◆ Humble, grounded, and respectful of long-standing team members and operational history.
- ◆ Forward-thinking yet respectful of tradition.
- ◆ Motivated by mission, service, and a sense of community.

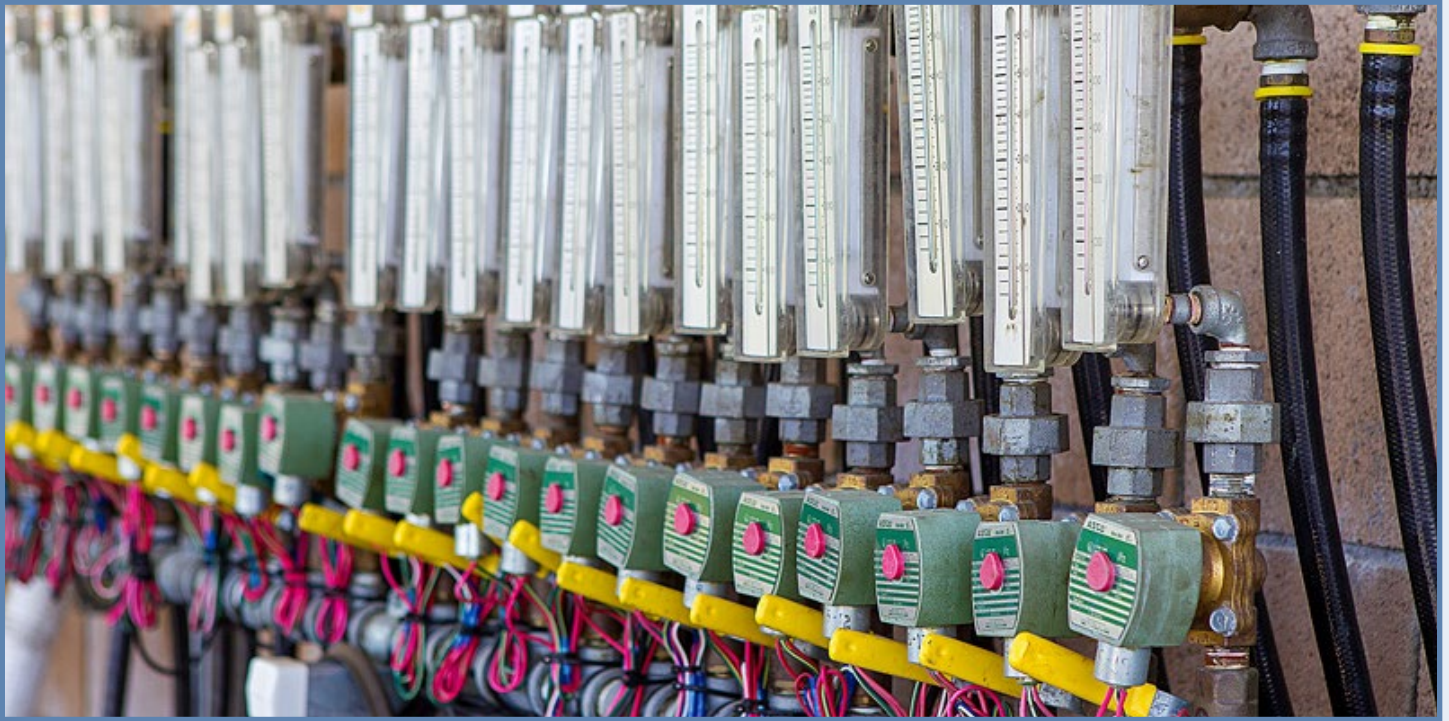


# Education and Experience

Broad and extensive work experience in a management or administrative position in a public agency, with the responsibility for the formulation and implementation of programs, budgets, and administrative operations. At least three years of experience in a management or supervisory capacity.

A bachelor's degree in engineering, science or public administration is preferred.

Candidates having a combination of education and experience that provides the necessary knowledge and skillset, will be considered.



## Certificates, Licenses, Registrations

### Required:

- ◆ A California Class B Driver License with a driving record acceptable to the District's Insurance carrier is required.
- ◆ Acquire certification within one year of date of hire and maintain a Cardio Pulmonary Resuscitation (CPR) and First Aid Certificate.
- ◆ CWEA Collection System Technologist Grade IV Certificate within one and one half (1-1/2) years from date of hire.

### Recommended:

- ◆ CWEA Environmental Compliance Inspector Grade I
- ◆ CWEA Plant Maintenance Technologist Grade I

# ■ Compensation and Benefits

The annual salary for this role is **\$215,000 - \$290,000**, dependent on experience and qualifications. In addition to the generous package below, the General Manager also receives a \$500 per month car allowance and 56 hours of administrative leave annually.

GWSD is committed to supporting the well-being of its employees and their families and offers a comprehensive benefits package that includes:

## **Health Insurance**

Medical Coverage through CalPERS: Employees choose from a variety of insurance carriers under the CalPERS health benefits system. The District contributes toward premium costs for employees and eligible dependents.

## **Dental Insurance**

Full dental coverage provided at no cost to eligible employees and their dependents.

## **Life Insurance**

\$100,000 in life insurance coverage provided at no cost to full-time employees.

## **Long-Term Disability Insurance**

Provided at no cost to regular full-time employees.

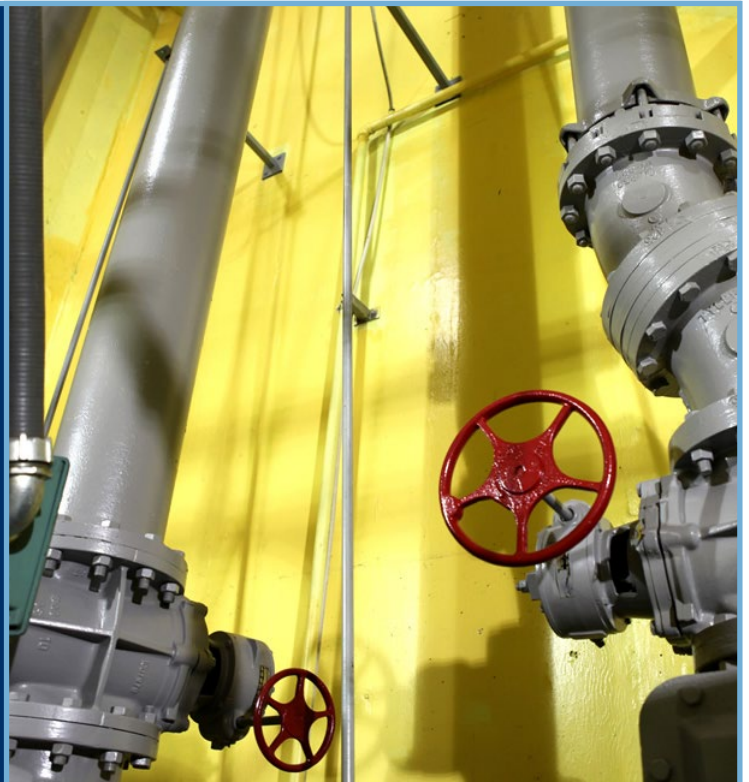
## **Retirement Benefits**

Participation in CalPERS retirement system upon hire. New Employees (hired on or after January 1, 2013) 2% at 62 benefit formula. Employee pays 50% of the required contribution;. District contributes increasing share of employee contribution, covering 100% after 5 years of service.

## **Deferred Compensation Plan (457 Plan)**

Optional participation in a tax-deferred retirement savings plan. The District matches 50 cents on every dollar contributed, up to 6% of employee compensation. Contributions are subject to IRS annual limits.

**Join an organization that  
values your work and  
invests in your future.  
At Goleta West Sanitary  
District, we strive to  
provide a supportive,  
stable, and rewarding work  
environment for every  
employee.**





# ■ Application and Selection Procedure

This position is open until filled. To be considered for this exceptional career opportunity, immediately submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports, and two colleagues, who will not be contacted until final stages and only with prior permission of the candidate). Resume review will begin the morning of **Monday, May 19, 2025**. Resume should reflect years and months of employment, beginning/ending dates, as well as size of staff and budgets you have managed.

Please go to our website to submit your application: <https://www.cpshr.us/recruitment/2483>

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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant backgrounds will be invited to participate in a preliminary screening interview with the consultant. Individuals deemed most qualified will be presented to the Board of Directors. An appointment is expected after finalist interviews and extensive reference and background checks that will be coordinated with the successful candidate.

