SPECIAL MEETING OF THE BOARD OF TRUSTEES
July 30, 2014

REVISED AGENDA

Board Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Leon Nickolas, Board Secretary at least five working days before the meeting at (650) 344-8592. Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it.

Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the office of the San Mateo County Mosquito and Vector Control District, located at 1351 Rollins Road, Burlingame, for the purpose of making those public records available for inspection. The documents are also available on the District’s Internet Web site. The website is located at www.smcmad.org.

SPECIAL MEETING OF THE BOARD OF TRUSTEES
6:00 PM

1. CALL TO ORDER.

2. PLEDGE OF ALLEGIANCE.

3. ROLL CALL.
   • Secretary of the Board will take roll call.

4. APPROVAL OF THE AGENDA AS POSTED (OR AMENDED)

5. PUBLIC COMMENTS AND ANNOUNCEMENTS.
   • This time is reserved for persons wishing to address the Board on any Mosquito
Abatement and Vector Control District – related matters that are as follows: 1) Not otherwise listed on this meeting agenda; 2) Listed on the Consent Agenda; or 3) Board Members’ Reports on the Regular Agenda. Public comment on matters not listed above shall be heard at the time the matter is called.

- As with all public comment, members of the public who wish to address the Board should complete a speaker’s slip to make a public comment. Speakers are customarily limited to three minutes, but an extension can be provided to you at the discretion of the Board President.

6. REGULAR AGENDA.

A. Discussion for Recruitment of a new District Manager.

B. Review Proposals from Executive Recruitment Firms and select one firm for the hiring of a new District Manager.

**ACTION:** Motion to approve an Executive Recruitment Firm for the hiring of a new District Manager and authorize the District Manager and District Counsel to negotiate and finalize the terms of an agreement with the selected firm.

C. Appoint Ad-Hoc District Manager Search Committee to work with the selected Executive Recruitment Firm.

D. Appoint Rosendo Rodriguez to serve as Interim District Manager beginning September 1, 2014.

7. ADJOURNMENT

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**CERTIFICATION OF POSTING AGENDA**

I, Donna Rutherford, President of the Board for the San Mateo County Mosquito and Vector Control District (SMCMVCD), declare that the foregoing agenda for the Special Board Meeting for July 30, 2014 was posted and available for review on July 24, 2014, at the District Headquarters of SMCMVCD, 1351 Rollins Road, Burlingame, CA, 94010.
A PROPOSAL TO CONDUCT AN EXECUTIVE RECRUITMENT FOR A
District Manager
ON BEHALF OF THE
San Mateo County Mosquito and Vector Control District

1677 Eureka Road, Suite 202
Roseville, CA 95661
(916) 784-9080
(916) 784-1985 fax
July 21, 2014

Board President Donna Rutherford
Members of the Board of Trustees
San Mateo County Mosquito and Vector Control District
1351 Rollins Road
Burlingame, CA 94010

Dear Ms. Rutherford and Board Members:

Thank you for inviting Bob Murray & Associates to submit a proposal to conduct the District Manager recruitment for the San Mateo County Mosquito and Vector Control District. The following proposal details our qualifications and describes our process of identifying, recruiting and screening outstanding candidates on your behalf. It also includes a proposed budget, timeline, guarantee, and sample recruitment brochure.

At Bob Murray & Associates, we pride ourselves on providing quality service to local governments. We have created a recruitment process that combines our ability to help you to determine the direction of the search and the types of candidates you seek with our experience recruiting outstanding candidates who are not necessarily looking for a job. Our proven expertise ensures that the candidates we present for your consideration will match the criteria you have established and will be outstanding in their field.

With respect to the District Manager recruitment, Bob Murray & Associates offers the following expertise:

- We understand the role and responsibilities of mosquito and vector control districts, having previously placed the General Manager for the Coachella Valley MVCD. We also have extensive experience in District and General Manager recruitments. We are currently conducting the General Manager recruitment on behalf of the South Placer Municipal Utility District, CA, having previously placed the retiring General Manager. We recently completed the search for District Administrator on behalf of the Cordova Recreation & Park District and General Manager searches for the Big Bear City Community Services District, Pleasant Valley Recreation & Park District, Calaveras County Water District, Fallbrook Public Utility District, Mid-Peninsula Water District, Monterey Peninsula Regional Park District, and Jurupa Community Services District. For a complete list of General/District Manager recruitments, we invite you to review the enclosed Client List. As a result of having conducted these searches, we have an extensive number of contacts and a depth of understanding regarding the District Manager position that will be valuable when recruiting candidates.

- Bob Murray & Associates is familiar with San Mateo County and the community it serves. We are currently conducting the Human Resources Manager recruitment on
behalf of the City of San Carlos. We recently completed the City Manager search on behalf of the Town of Atherton, the General Manager recruitment on behalf of the Mid-Peninsula Water District, the Economic and Community Development Director recruitment for the City of Daly City, and the Financial Services Manager recruitment for the City of San Carlos. We have also conducted recruitments on behalf of Belmont, Half Moon Bay, Menlo Park, Millbrae, Pacifica, Redwood City, and San Mateo, in addition to the Menlo Park Fire Protection District, the Sewer Authority Mid-Coastside, and South Bayside Waste Management Authority. Our knowledge of the region, its issues and the County’s outstanding quality of life will be an asset in presenting this opportunity to prospective candidates.

A significant portion of our process focuses on conducting thorough and confidential background investigations of the top 2-3 candidates to ensure that nothing about them is left undiscovered. We have candid discussions with references who have insight into the candidate’s experience, style and ethics; conduct a search of newspaper articles; and run credit, criminal and civil records reports. This ensures that the chosen candidate will not only be an excellent fit with the San Mateo County Mosquito and Vector Control District, but also that the selected candidate will reflect positively upon your organization.

To learn first hand of the quality of our service and our recruitment successes, we invite you to contact the references listed on page 9 of the attached proposal.

We look forward to your favorable consideration of our qualifications. Please do not hesitate to contact us at (916) 784-9080 should you have any questions.

Sincerely,

Bob Murray
Founder
Bob Murray & Associates
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THE RECRUITMENT PROCESS

Bob Murray & Associates’ unique and client oriented approach to executive search will ensure that the San Mateo County Mosquito and Vector Control District (San Mateo County MVCD) has quality candidates from which to select the new District Manager. Outlined below are the key steps in our recruitment process.

STEP 1 DEVELOPING THE CANDIDATE PROFILE

Our understanding of the San Mateo County Mosquito and Vector Control District’s needs will be key to a successful search. We will work with the Board of Trustees and other internal or external stakeholders, as appropriate, to learn as much as possible about the organization’s expectations for a new District Manager. We want to learn the values and culture of the organization, as well as understand the current issues, challenges and opportunities that face the San Mateo County MVCD. We also want to know the Board of Trustees’ expectations regarding the knowledge, skills and abilities sought in the ideal candidate and will work with the District to identify expectations regarding education and experience. Additionally, we will want to discuss expectations regarding compensation and other items necessary to complete the successful appointment of the ideal candidate. The profile we develop together at this stage will drive subsequent recruitment efforts.

STEP 2 ADVERTISING CAMPAIGN AND RECRUITMENT BROCHURE

After gaining an understanding of the San Mateo County Mosquito and Vector Control appropriate for the District Manager recruitment. We will focus on professional journals that are specifically suited to the District Manager search. We will also develop a professional recruitment brochure on the Board of Trustees’ behalf that will discuss the community, organization, position and compensation in detail. Once completed, we will mail the profile to an extensive audience, making them aware of the exciting opportunity with the San Mateo County MVCD.

STEP 3 RECRUITING CANDIDATES

After cross-referencing the profile of the ideal candidate with our database and contacts in the field, we will conduct an aggressive outreach effort, including making personal calls to prospective applicants, designed to identify and recruit outstanding candidates. We recognize that the best candidate is often not looking for a new job and this is the person we actively seek to convince to become a candidate. Aggressively marketing the District Manager position to prospective candidates will be essential to the success of the search.
STEP 4 SCREENING CANDIDATES

Following the closing date for the recruitment, we will screen the resumes we have received. We will use the criteria established in our initial meetings as a basis upon which to narrow the field of candidates.

STEP 5 PERSONAL INTERVIEWS

We will conduct personal interviews with the top 10 to 12 candidates with the goal of determining which candidates have the greatest potential to succeed in your organization. During the interviews we will explore each candidate’s background and experience as it relates to the District Manager position. In addition, we will discuss the candidate’s motivation for applying for the position and make an assessment of his/her knowledge, skills and abilities. We will devote specific attention to establishing the likelihood of the candidate’s acceptance of the position if an offer of employment is made.

STEP 6 PUBLIC RECORD SEARCH

Following the interviews, we will conduct a review of published articles for each candidate. Various sources will be consulted including Lexis-Nexis™, a newspaper/magazine search engine, Google, and local papers for the communities in which the candidates have worked. This alerts us to any further detailed inquiries we may need to make at this time.

STEP 7 RECOMMENDATION

Based on the information gathered through meetings with your organization and personal interviews with candidates, we will recommend a limited number of candidates for your further consideration. We will prepare a detailed written report on each candidate that focuses on the results of our interviews and public record searches. We will make specific recommendations, but the final determination of those to be considered will be up to you.

STEP 8 FINAL INTERVIEWS

Our years of experience will be invaluable as we help you develop an interview process that objectively assesses the qualifications of each candidate. We will adopt an approach that fits your needs, whether it is a traditional interview, multiple interview panel or assessment center process. We will provide you with suggested interview questions and rating forms and will be present at the interview/assessment center to facilitate the process. Our expertise lies in facilitating the discussion that can bring about a consensus regarding the final candidates.

We will work closely with your staff to coordinate and schedule interviews and candidate travel. Our goal is to ensure that each candidate has a very positive experience, as the manner in which the entire process is conducted will have an effect on the candidates’ perception of your organization.
**Step 9 Background Checks / Detailed Reference Checks**

Based on final interviews we will conduct credit, criminal, civil litigation and motor vehicle record checks for the top one to three candidates. In addition, those candidates will be the subjects of detailed, confidential reference checks. In order to gain an accurate and honest appraisal of the candidates’ strengths and weaknesses, we will talk candidly with people who have direct knowledge of their work and management style. We will ask candidates to forward the names of their supervisors, subordinates and peers for the past several years. Additionally, we make a point of speaking confidentially to individuals who we know have insight into a candidate’s abilities, but who may not be on their preferred list of contacts. At this stage in the recruitment we will also verify candidates’ degrees.

**Step 10 Negotiations**

We recognize the critical importance of successful negotiations and can serve as your representative during this process. We know what other organizations have done to put deals together with great candidates and will be available to advise you regarding current approaches to difficult issues such as housing and relocation. We will represent your interests and advise you regarding salary, benefits and employment agreements with the goal of putting together a deal that results in the appointment of your chosen candidate. Most often we can turn a very difficult aspect of the recruitment into one that is viewed positively by both you and the candidate.

**Step 11 Complete Administrative Assistance**

Throughout the recruitment we will provide the Board of Trustees or a designated representative with updates on the status of the search. We will also take care of all administrative details on your behalf. Candidates will receive personal letters advising them of their status at each critical point in the recruitment. In addition, we will respond to inquiries about the status of their candidacy within twenty-four hours. Every administrative detail will receive our attention. Often, candidates judge our clients based on how well these details are handled.
BUDGET AND TIMING

PROFESSIONAL FEE AND EXPENSES

The consulting fee for conducting the District Manager recruitment on behalf of the San Mateo County Mosquito and Vector Control District is $17,500 plus expenses. Services provided for in the fee consist of all steps outlined in this proposal including three (3) days of meetings on site. The San Mateo County MVCD will be responsible for reimbursing expenses Bob Murray & Associates incurs on your behalf. We estimate expenses for this project to not exceed $6,900. Reimbursable expenses include such items as the cost of recruiter travel; clerical support; placement of ads; development and printing of recruitment brochure; credit, criminal and civil background checks; education verification; and public records searches. Postage, printing, photocopying, and telephone charges are allocated costs and included in the expense estimate.

TIMING

We are prepared to start work on this assignment immediately and anticipate that we will be prepared to make our recommendation regarding finalists within seventy five to ninety days from the start of the search.

GUARANTEE

We guarantee that should the selected candidate be terminated within the first year of employment we will conduct the search again at no cost (with the exception of expenses) to the San Mateo County Mosquito and Vector Control District. We are confident in our ability to recruit outstanding candidates and do not expect the District to find it necessary to exercise this provision.
PROFESSIONAL QUALIFICATIONS

BOB MURRAY, FOUNDER

Mr. Murray brings over 25 years experience as a recruiter. Mr. Murray is recognized as one of the nation’s leading recruiters. He has conducted hundreds of searches for cities, counties, and special districts. He has been called on to conduct searches for some of the largest most complex organizations in the country and some of the smallest. Mr. Murray has conducted searches for chief executives, department heads, professional and technical positions. Mr. Murray has taken the lead on the firm’s most difficult assignments with great success. His clients have retained him again and again given the quality of his work and success in finding candidates for difficult to fill positions.

Prior to creating Bob Murray & Associates, Mr. Murray directed the search practice for the largest search company serving local government in the country. Mr. Murray has worked in local government and benefits from the knowledge of having led an organization. Prior to his career in executive search he served as the City Manager for the City of Olympia, Washington. He has also served as an Assistant City Manager and held positions in law enforcement.

Mr. Murray received his Bachelor of Science Degree in Criminology from the University of California at Berkeley with graduate studies in Public Administration at California State University at Hayward.

VALERIE GAETA PHILLIPS, PRESIDENT

Ms. Gaeta Phillips has over 15 years of recruiting experience, including more than a decade of recent experience in executive search for public, private, and startup companies nationwide. Ms. Gaeta Phillips has expertise in the full recruiting cycle, from process design and outreach through candidate assessment and selection. She has placed senior-level candidates in a variety of industries and fields, including Finance, Information Technology, and Engineering. Ms. Gaeta Phillips is valued for her passion for finding and retaining the most outstanding candidates for even the most difficult or untraditional assignments and for her commitment to her clients’ success. Ms. Gaeta Phillips has a passion for helping people, evidenced by her fundraising and efforts to raise awareness for organizations such as Autism Speaks and the M.I.N.D. Institute.
REGAN WILLIAMS, SENIOR VICE PRESIDENT

Mr. Williams brings 30 years of local government experience to Bob Murray & Associates. Most recently, he worked as a private consultant with Deloitte and Touche on various public sector assignments. Prior to that, he served as Director of Public Safety with the City of Sunnyvale, CA.

Mr. Williams was involved in the development of some of Sunnyvale’s most innovative programs and has a national reputation for excellence in law enforcement. He has been responsible for numerous recruitments throughout his career. Clients find his insight and expertise in recruitment and selection a valuable asset.

Mr. Williams received his Bachelor of Science Degree in Administration of Justice from San Jose State University. He is also a graduate of the FBI National Academy.

JOEL BRYDEN, VICE PRESIDENT

Mr. Bryden has over 30 years of local government experience that he brings to the firm, having recently retired as the Chief of Police in Walnut Creek, CA.

Throughout his career, Mr. Bryden has been involved in public sector consulting. He has vast experience in hiring and promotional processes, as well as interviewing candidates for advancement in all aspects of local government. Mr. Bryden has a solid reputation as a leader in the public sector, and clients find his ability to find and evaluate outstanding applicants invaluable.

Mr. Bryden is a graduate of the FBI National Academy and obtained his Bachelor of Arts degree in Communication from San Diego State University.

FRED FREEMAN, VICE PRESIDENT

Mr. Freeman brings over 24 years of local government experience to Bob Murray & Associates, with 11 years in the recruitment field. Mr. Freeman is a retired Chief of Police and has served as an elected official in local government. He has vetted hundreds of local governmental officials in the pre-employment process and conducted recruitments for positions in all sectors of public agency employment.

In addition to his career in the law enforcement field, Mr. Freeman served as the Mayor and the Mayor Pro-Tem for the Los Alamitos City Council. Mr. Freeman has been a member of the Public Safety Policy Committee - California League of Cities; the Orange County Fire Authority Board of Trustees; and the Orange Line Development Authority as the Vice-Chair. His unique perspective and experience, as both a member of executive city staff and as an elected official, provides exceptional results for our clients.

Mr. Freeman is a graduate of the FBI National Academy and received his Teaching Credential from the University of California Los Angeles.
SARAH KENNEY, PRINCIPAL CONSULTANT

As Principal Consultant with Bob Murray & Associates, Ms. Kenney is responsible for development of recruitment materials, research, reference checks, and background verifications. Her focus is client service, and she works closely with clients to coordinate candidate outreach and ensure successful searches.

Ms. Kenney brings over a decade of client service and management experience to Bob Murray & Associates. She uses her experience to ensure all parties involved are satisfied with every step of recruitment at our firm.

Ms. Kenney received her Bachelor of Arts degree in Psychology from the University of California at Davis.

AMBER SMITH, SENIOR CONSULTANT

As Senior Consultant with Bob Murray & Associates, Ms. Smith acts as a liaison between clients and candidates from beginning to end of each recruitment process. She is responsible for the development and distribution of position recruitment and advertising materials, client research, reference and background checks, responding to requests for proposals, and providing a broad range of support services for the recruiting team.

Ms. Smith brings over 5 years of client-oriented customer service, administrative, and management experience to Bob Murray & Associates. She is committed to working as a partner with clients and candidates in order to provide a quality service and experience.

Ms. Smith received her Bachelor of Arts degree in Business Administration from La Sierra University, Riverside, California.

ROSA GOMEZ, ADMINISTRATIVE MANAGER

Ms. Rosa Gomez is the Administrative Manager at Bob Murray & Associates. Ms. Gomez is the first point of contact at Bob Murray & Associates and has extensive administrative experience.

Ms. Gomez is known for her personal approach as she works closely with clients and candidates alike to ensure a successful search. As the first point of contact for Bob Murray & Associates Ms. Gomez’s professional approach is of the highest caliber.
REFERENCES

Clients and candidates are the best testament to our ability to conduct quality searches. Clients for whom Bob Murray & Associates has recently conducted searches are listed below.

CLIENT: Cordova Recreation & Park District, CA  
POSITION: District Administrator and Finance Director (partial)  
REFERENCE: Ms. Andrea White, Resource Manager, (916) 362-1841 Ext. 32

CLIENT: Jurupa Community Services District, CA  
POSITION: General Manager  
REFERENCE: Ms. Jane Anderson, former Board President and current Vice President, (951) 685-7434; or Ms. Julie Saba, Board of Directors’ Secretary, (951) 727-3528

CLIENT: Mid-Peninsula Water District, CA  
POSITION: General Manager  
REFERENCE: Mr. Albert Stuebing, former Board Vice President and current Director, (650) 591-8941

CLIENT: Monterey Peninsula Regional Park District, CA  
POSITION: General Manager  
REFERENCE: Mr. Michael Adamson, former Board President and current Board Member, (831) 372-3196
• Working to support Board Members and the Board President;
• Participating in annual General Manager performance evaluation;
• Providing interpretation of government policy to the Board;
• Providing leadership and direction to the SPMUD staff;
• Exercising authority to appoint officers and employees necessary to carry on the business and operations of the District;
• Defining employee duties, determining their compensation levels, evaluating their performance, and taking disciplinary action as required;
• Developing and carrying out the SPMUD Civil Service System, negotiating the Memorandum of Understanding (MOU) agreements, and addressing all employee grievances;
• Acting as primary spokesperson for the District; and
• Communicating closely with the public regarding the operations of the SPMUD.

THE IDEAL CANDIDATE
The General Manager must be a forward-thinking individual who can manage the District today while developing and implementing plans for tomorrow. The ideal candidate will be a strong administrator, able to lead the District’s team of front-line managers including the Superintendent, District Engineer, and Administrative Services Manager. The new General Manager should possess at least five years of management experience and demonstrated ability to support a team environment in the District. The new General Manager must be politically savvy and able to develop effective working relationships with the SPMUD’s local, regional, and state partners, as well as with the State Water Quality Control Board.

Candidates for this position must possess knowledge of sewer collections and treatment and how sewer services are assured through the land development process, as well as experience with contract negotiations. Strong candidates will possess experience in California utilities, regional boards and other government agencies. Certification as a Professional Engineer is desirable.

THE COMPENSATION
The salary range for the General Manager is $125,000-$150,000; placement within the range is dependent upon qualifications. The SPMUD also offers an attractive benefits package, including:

Retirement – PERS 2%@55 for Classic PERS employees (those with prior PERS employment), with District paying 7% employee contribution; PERS 2%@62 for New PERS employees or those with a break of longer than six months in PERS employment; and 457(k) plan with $1.50 employer match per pay period. The District also participates in Social Security and Medicare.

Life Insurance – $250,000 District-paid policy.

Medical Insurance – District pays up to $1,772.13 per month for employee and family.

Dental and Vision Insurance – District-paid coverage up to $90/month for dental and $9.20/month vision coverage for employee and family.

Vacation Leave – Negotiable.

Sick Leave – 96 hours annually.

Holidays – 11 District holidays annually.

Auto Allowance – Negotiable.

TO APPLY
If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online.

Filing Deadline:
August 15, 2014

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the South Placer Municipal Utility District. Candidates will be advised of the status of the recruitment following selection of the General Manager.

If you have any questions, please do not hesitate to call Mr. Regan Williams at:
(916) 784-9080
THE COMMUNITY
The South Placer Municipal Utility District (the SPMUD) is located in the northern California City of Rocklin, which is one of over a dozen cities and towns in beautiful Placer County. The County offers a healthy economy, great schools, safe neighborhoods, and a wide range of cultural, recreational, shopping, and dining opportunities. Communities within the County range from rural to suburban, with the metropolitan City of Sacramento located just a short 20 minutes away. Its topography, ranging from sea level to the foothills of the Sierra Nevada Mountains, allows for the growth of its famous fruit crops: peaches, plums, nectarines, persimmons, kiwi, strawberries, and citrus. Placer County is one of the fastest-growing counties in California, with a population that currently tops 360,000—a reflection of the excellent quality of life.

THE DISTRICT
The SPMUD provides sanitary sewer collection and maintenance service to the City of Rocklin, the Town of Loomis, and the communities of Penryn, Newcastle, and Rogersdale in Granite Bay. Its vision is to be the most reliable, innovative operations and maintenance organization that preserves and prolongs the life of its assets, resulting in sustainable, efficient, cost-effective customer service.

In 2006, the SPMUD celebrated 50 years of service to its customers. What started as a grassroots effort to provide sewage collection and treatment services to urban plants for treatment and disposal. The District provides 24-hour service 365 days a year to address urgent sewer issues for its customers.

The SPMUD is in partnership with the City of Roseville and Placer County in membership of the South Placer Wastewater Authority to provide sewage treatment to the three partners. Its partnerships allow the SPMUD to provide for current and future sewer services to south Placer County. Since 1980, the District has experienced an average annual growth of 750 EDUs. In consideration of this growth rate, the SPMUD develops five-year strategic and asset management plans to provide for future planning on an ongoing basis. The five-year plans establish guidelines for wastewater rates and charges sufficient to pay operating and administration costs, fund ongoing system replacements, and finance capital facilities.

THE ORGANIZATION
The SPMUD is governed by a five-member Board of Directors pursuant to the Municipal Utility District (MUD) Act. Directors are elected through the general elections of Placer County to staggered, four-year terms. The Directors are elected at-large but must reside in the Wards they represent. The Board sets policy for the District, and the General Manager acts as the administrator of that policy and as the Board Secretary. The SPMUD is divided into the Departments of Administrative Services, Field Maintenance Services, and Technical Services and currently employs a total of 30 staff members, including 23 full-time, 1 part-time, and 6 temporary employees. The District also retains a General Counsel to advise the Board on legal and regulatory matters.

Candidates are encouraged to read the MUD Act in Division 6 of the Public Utilities Code, as the SPMUD is one of only 5 MUDs in California that are governed by this Act. The experienced Board and the retiring General Manager enjoy a mutually supportive working relationship; the Board expects to continue this relationship with the new General Manager. The District recently completed its five-year strategic plan, which the new General Manager will be expected to implement or revise the Board approval, as appropriate. The District has no major employee issues, though employee retirements of key personnel in the near future under the need for continued succession planning. The SPMUD’s employees are not unionized, and the Board recently approved a new, three-year MOU for both employees and management.

THE POSITION
The mandate of the General Manager is to manage the SPMUD and ensure that a) operations are consistent with the policies developed by the elected Board of Directors and b) that they are carried out in accordance with the MUD Act. The General Manager’s most important responsibility is leading the organization and working with the Board to ensure policies and plans are consistent with the MUD Act. The General Manager leads the District by providing strategic planning and development in the areas of future programs, projects, District growth, and service levels using operational, administrative, and technical information. The General Manager also has 22 new developments in reserve for operations and $38 million in reserves for treatment. Monthly Service Fees have been constant for the last three years and will hold at the current level for the next two years. New development projects have been coming in faster than the most recent three to four years. The District foresees a future need for significant projects to upsize and upgrade existing infrastructure and also has 22 new development projects in review. The SPMUD is currently in the process of implementing its IT Master Plan to upgrade the finance, customer billing, payroll, HR, system asset management, condition assessment, and SCSDA systems. The new General Manager should have familiarity with current IT for the industry.

The experienced Board and the retiring General Manager enjoy a mutually supportive working relationship; the Board expects to continue this relationship with the new General Manager. The District recently completed its five-year strategic plan, which the new General Manager will be expected to implement or revise the Board approval, as appropriate. The District has no major employee issues, though employee retirements of key personnel in the near future under the need for continued succession planning. The SPMUD’s employees are not unionized, and the Board recently approved a new, three-year MOU for both employees and management.

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Placer County is one of the fastest-growing counties in California, with a population that currently tops 360,000—a reflection of the excellent quality of life.

THE DISTRICT
The SPMUD provides sanitary sewer collection and maintenance service to the City of Rocklin, the Town of Loomis, and the communities of Penryn, Newcastle, and Rogersdale in Granite Bay. Its vision is to be the most reliable, innovative operations and maintenance organization that preserves and prolongs the life of its assets, resulting in sustainable, efficient, cost-effective customer service.

In 2006, the SPMUD celebrated 50 years of service to its customers. What started as a grassroots effort to provide sewage collection and treatment services to urban plants for treatment and disposal. The District provides 24-hour service 365 days a year to address urgent sewer issues for its customers.

The SPMUD is in partnership with the City of Roseville and Placer County in membership of the South Placer Wastewater Authority to provide sewage treatment to the three partners. Its partnerships allow the SPMUD to provide for current and future sewer services to south Placer County. Since 1980, the District has experienced an average annual growth of 750 EDUs. In consideration of this growth rate, the SPMUD develops five-year strategic and asset management plans to provide for future planning on an ongoing basis. The five-year plans establish guidelines for wastewater rates and charges sufficient to pay operating and administration costs, fund ongoing system replacements, and finance capital facilities.

THE ORGANIZATION
The SPMUD is governed by a five-member Board of Directors pursuant to the Municipal Utility District (MUD) Act. Directors are elected through the general elections of Placer County to staggered, four-year terms. The Directors are elected at-large but must reside in the Wards they represent. The Board sets policy for the District, and the General Manager acts as the administrator of that policy and as the Board Secretary. The SPMUD is divided into the Departments of Administrative Services, Field Maintenance Services, and Technical Services and currently employs a total of 30 staff members, including 23 full-time, 1 part-time, and 6 temporary employees. The District also retains a General Counsel to advise the Board on legal and regulatory matters.

Candidates are encouraged to read the MUD Act in Division 6 of the Public Utilities Code, as the SPMUD is one of only 5 MUDs in California that are governed by this Act. The experienced Board and the retiring General Manager enjoy a mutually supportive working relationship; the Board expects to continue this relationship with the new General Manager. The District recently completed its five-year strategic plan, which the new General Manager will be expected to implement or revise the Board approval, as appropriate. The District has no major employee issues, though employee retirements of key personnel in the near future under the need for continued succession planning. The SPMUD’s employees are not unionized, and the Board recently approved a new, three-year MOU for both employees and management.

THE POSITION
The mandate of the General Manager is to manage the SPMUD and ensure that a) operations are consistent with the policies developed by the elected Board of Directors and b) that they are carried out in accordance with the MUD Act. The General Manager’s most important responsibility is leading the organization and working with the Board to ensure policies and plans are consistent with the MUD Act. The General Manager leads the District by providing strategic planning and development in the areas of future programs, projects, District growth, and service levels using operational, administrative, and technical information. The General Manager also has 22 new developments in reserve for operations and $38 million in reserves for treatment. Monthly Service Fees have been constant for the last three years and will hold at the current level for the next two years. New development projects have been coming in faster than the most recent three to four years. The District foresees a future need for significant projects to upsize and upgrade existing infrastructure and also has 22 new development projects in review. The SPMUD is currently in the process of implementing its IT Master Plan to upgrade the finance, customer billing, payroll, HR, system asset management, condition assessment, and SCSDA systems. The new General Manager should have familiarity with current IT for the industry.

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The General Manager must be a forward-thinking individual who can manage the District today while developing and implementing plans for tomorrow.
The South Placer Municipal Utility District (the SPMUD) is located in the northern California City of Rocklin, which is one of over a dozen cities and towns in beautiful Placer County. The County offers a healthy economy, great schools, safe neighborhoods, and a wide range of cultural, recreational, shopping, and dining opportunities. Communities within the County range from rural to suburban, with the metropolitan City of Sacramento located just a short 20 minutes away. Its topography, ranging from sea level to the foothills of the Sierra Nevada Mountains, allows for the growth of its famous fruit crops: peaches, plums, nectarines, persimmons, kiwi, strawberries, and citrus. Placer County is one of the fastest-growing counties in California, with a population that currently tops 360,000—a reflection of the excellent quality of life.

THE DISTRICT

The SPMUD provides sanitary sewer collection and maintenance service to the City of Rocklin, the Town of Loomis, and the communities of Pennyr, Newcastle, and Rogersdale in Granite Bay. Its vision is to be the most reliable, innovative operations and maintenance organization that preserves and prolongs the life of its assets, resulting in sustainable, efficient, cost-effective customer service. In 2006, the SPMUD celebrated 50 years of service to its customers. What started as a grassroots effort to provide sewage collection and treatment services to urban areas of the Loomis Basin has now grown into a District with 21,000 connections representing over 31,000 Equivalent Dwelling Units in 31 square miles. The SPMUD is in partnership with the City of Roseville and Placer County in year to address urgent sewer issues for its customers.

The District currently holds $44 million in reserves for treatment. Monthly Service Charges sufficient to pay operating and administration costs, fund ongoing system replacements, and finance capital facilities. The SPMUD is governed by a five-member Board of Directors; pursuant to the Municipal Utility District (MUD) Act, Directors are elected through the general elections of Placer County to staggered, four-year terms. The Directors are elected at-large but must reside in the Wards they represent. The Board sets policy for the District, and the General Manager acts as the administrator of that policy and as the Board Secretary. The SPMUD is divided into the Departments of Administrative Services, Field Maintenance Services, and Technical Services and currently employs a total of 30 staff members, including 23 full-time, 1 part-time, and 6 temporary employees. The District also retains a General Counsel to advise the Board on legal and regulatory matters. Candidates are encouraged to read the MUD Act in Division 6 of the Public Utilities Code, as the SPMUD is one of only 5 MUDs in California that are governed by this Act.

THE COMMUNITY

The South Placer Municipal Utility District is located in the northern California City of Rocklin, which is one of over a dozen cities and towns in beautiful Placer County. The County offers a healthy economy, great schools, safe neighborhoods, and a wide range of cultural, recreational, shopping, and dining opportunities. Communities within the County range from rural to suburban, with the metropolitan City of Sacramento located just a short 20 minutes away. Its topography, ranging from sea level to the foothills of the Sierra Nevada Mountains, allows for the growth of its famous fruit crops: peaches, plums, nectarines, persimmons, kiwi, strawberries, and citrus. Placer County is one of the fastest-growing counties in California, with a population that currently tops 360,000—a reflection of the excellent quality of life.

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THE POSITION

The mandate of the General Manager is to manage the SPMUD and ensure that a) operations are consistent with the policies developed by the elected Board of Directors and b) that they are carried out in accordance with the MUD Act. The General Manager’s most important responsibility is leading the organization and working with the Board to ensure policies and plans are consistent with the MUD Act. The General Manager leads the District by providing strategic planning and development in the areas of future programs, projects, District growth, and service levels using operational, administrative, and technical information. The General Manager deploys the resources necessary to carry out the District’s goals and objectives.

In accordance with the MUD Act, the General Manager is appointed by the Board and has full charge and control of the construction of the works of the SPMUD and their operations and maintenance, as well as administration of the business affairs of the District. This position is ultimately responsible for ensuring that the Departments are adequately staffed to carry all District functions. The General Manager sets the standard for behavior of District staff and recommends compensation levels.

General responsibilities of the General Manager fall into the areas of Operations, Administration, Finance, Engineering, and Information Technology. The functions, roles, and duties of the General Manager, as specified by the MUD Act, include but are not limited to:

- Developing annual planning guidelines, overseeing the development of the District’s annual Action Plan, and recommending strategies to achieve the District’s goals and objectives;
- Developing and recommending to the Board the annual operating and capital budget;
- Implementing the approved annual budget with full delegated authority;
- Informing the Board President of expenditures that will increase a Department or Project budget;
- Monitoring the District’s performance against objectives and providing a semi-annual performance report to the Board;
- Overseeing day-to-day operations and activities of the District;
- Upon informing the Board, exercising authority to approve all goods and services purchases and all capital purchases under the approved annual budget;
- Overseeing the preparation of mid-year budget variance reports, the annual report, and annual financial statements;
- Providing accountability to the Board for the activities of the SPMUD, carrying out the functions and duties that the Board specifies, and providing a highlight report featuring issues that management has or will be addressing;
- Maintaining overall responsibility to the Board for implementation of Board policies and the efficient, effective operations of the District.
- Working to support Board Members and the Board President;
- Participating in an annual General Manager performance evaluation;
- Providing interpretation of government policy to the Board;
- Providing leadership and direction to the SPMUD staff;
- Exercising authority to appoint officers and employees necessary to carry on the business and operations of the District;
- Defining employee duties, determining their compensation levels, evaluating their performance, and taking disciplinary action as required;
- Developing and carrying out the SPMUD Civil Service System, negotiating the Memorandum of Understanding (MOU) agreements, and addressing all employee grievances;
- Acting as primary spokesperson for the District; and
- Communicating closely with the public regarding the operations of the SPMUD.

THE IDEAL CANDIDATE
The General Manager must be a forward-thinking individual who can manage the District today while developing and implementing plans for tomorrow. The ideal candidate will be a strong administrator, able to lead the District’s team of front-line managers including the Superintendent, District Engineer, and Administrative Services Manager. The new General Manager should possess at least five years of management experience and demonstrated ability to support a team environment in the District. The new General Manager must be politically savvy and able to develop effective working relationships with the SPMUD’s local, regional, and state partners, as well as with the State Water Quality Control Board.

Candidates for this position must possess knowledge of sewer collections and treatment and how sewer services are assured through the land development process, as well as experience with contract negotiations. Strong candidates will possess experience in California utilities, regional boards and other government agencies. Certification as a Professional Engineer is desirable.

THE COMPENSATION
The salary range for the General Manager is $125,000-$150,000; placement within the range is dependent upon qualifications. The SPMUD also offers an attractive benefits package, including:

- Retirement – PERS 2%@55 for Classic PERS employees (those with prior PERS employment), with District paying 7% employee contribution; PERS 2%@62 for New PERS employees or those with a break of longer than six months in PERS employment; and 457(k) plan with $150 employer match per pay period. The District also participates in Social Security and Medicare.
- Life Insurance – $250,000 District-paid policy.
- Medical Insurance – District pays up to $1,772.13 per month for employee and family.
- Dental and Vision Insurance – District-paid coverage up to $90/month for dental and $9.20/month vision coverage for employee and family.
- Vacation Leave – Negotiable.
- Sick Leave – 96 hours annually.
- Holidays – 11 District holidays annually.
- Auto Allowance – Negotiable.

TO APPLY
If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online.

Filing Deadline:
August 15, 2014

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the South Placer Municipal Utility District. Candidates will be advised of the status of the recruitment following selection of the General Manager.

If you have any questions, please do not hesitate to call Mr. Regan Williams at:
(916) 784-9080
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<th>Client List</th>
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<td><strong>City Manager</strong></td>
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Red Bluff, CA
Rio Vista, CA
Roseville, CA
Salem, OR
Salinas, CA
San Antonio, TX
San Carlos, CA
San Clemente, CA
San Fernando, CA
San Marcos, CA
San Pablo, CA
San Rafael, CA
San Ramon, CA
Santa Ana, CA
Santa Paula, CA
Santa Rosa, CA
Shoreline, WA
Sonoma, CA
South Lake Tahoe, CA
South Pasadena, CA
Springfield, OR
St. Helena, CA
Stanton, CA
Sterling, CO
Stockton, CA
Temple City, CA
Thousand Oaks, CA
Topeka, KS
Truckee, CA (Town Manager)
Tualatin, OR
Tucson, AZ
Turlock, CA
Vallejo, CA
Ventura, CA
Walnut Creek, CA
Westminster, CA
Woodland, CA
Yuba City, CA
Arvada, CO
Barstow, CA
Beverly Hills, CA
Carlsbad, CA
Dublin, CA
Lancaster, CA
Monterey, CA
North Las Vegas, NV
Orange, CA
Pasadena, CA
Peoria, AZ
Petaluma, CA
Pomona, CA
Rancho Cordova, CA
Reno, NV
Rocklin, CA
Sanger, CA
Stockton, CA
Virginia Beach, VA
Ventura, CA
Woodland, CA
Yuba City, CA

**COUNTY ADMINISTRATOR**
Alachua County, FL
Butte County, CA
Clackamas County, OR
Clark County, NV
Deschutes County, OR
Lee County, FL
Marion County, OR
Pasco County, FL
San Benito County, CA
Tehama County, CA
Wake County, NC
Washington County, OR

**ADMINISTRATIVE SERVICES DIRECTOR**
Garden Grove, CA
Lincoln, CA
Los Alamitos, CA
Ontario, CA
Placer County Water Agency, CA
Pleasanton, CA
San Carlos, CA
Stockton, CA
Union City, CA
Yucca Valley, CA

**ASSISTANT/DEPUTY CITY MANAGER**
Alameda, CA
Arlington, TX
| **ANIMAL SERVICES DIRECTOR** | Franklin County, Ohio  
Oakland, CA  
Rancho Cucamonga, CA  
Sacramento County, CA |
| **AVIATION/AIRPORT** | Big Bear Airport, CA  
Bob Hope Airport, CA  
Clark County, NV-McCarran International Airport  
Dallas/Fort Worth, TX  
Fresno, CA  
Los Angeles World Airports, CA  
San Jose, CA |
| **BUILDING OFFICIALS/INSPECTION** | Arroyo Grande, CA  
Bakersfield, CA  
Centre City Development Corporation, CA  
El Segundo, CA  
Grants Pass, OR  
Marin County, CA  
Modesto, CA  
Palo Alto, CA  
Sacramento, CA  
San Francisco, CA  
San Luis Obispo County, CA  
Stockton, CA  
Tehama County, CA  
Yuba City, CA |
| **CITY CLERK** | Central Contra Costa Sanitation District, CA (Secretary to the District)  
Chino Hills, CA  
Commerce, CA  
Dublin, CA  
Fremont, CA  
Menlo Park, CA  
Monterey County, CA (Clerk to the Board)  
Napa, CA  
Rio Vista, CA  
Santa Clara Valley Transportation Authority, CA (Board Secretary)  
Sunnyvale, CA |
| **COMMUNITY DEVELOPMENT DIRECTOR** | Benicia, CA  
Beverly Hills, CA  
Capitola, CA  
Chino Hills, CA  
Concord, CA  
Cotati, CA  
Daly City, CA  
Dublin, CA  
Fremont, CA  
Fullerton, CA  
Inglewood, CA  
Lincoln, CA  
Los Banos, CA  
Maple Valley, WA  
Marin County, CA  
Modesto, CA  
Moreno Valley, CA  
Morgan Hill, CA  
Newark, CA  
Newcastle, WA  
Oakland, CA  
Oceanside, CA  
Palo Alto, CA  
Pleasanton, CA  
Redlands, CA  
Salem, OR  
San Antonio Housing Authority, TX  
San Carlos, CA  
Santa Cruz, CA  
Sausalito, CA  
Stockton, CA  
Sumter County, FL  
Vacaville, CA  
Vallejo, CA  
Walnut Creek, CA  
Yuba City, CA  
Yucca Valley, CA |
| **CONVENTION AND VISITOR’S BUREAU DIRECTOR** | Las Vegas Convention and Visitors’ Authority, NV  
Los Angeles, CA  
North Lake Tahoe Visitors Bureau, CA  
Mammoth Lakes, CA |
San Antonio, TX
Steamboat Springs, CO

**ECONOMIC DEVELOPMENT**
Broward County, FL
Chula Vista, CA
Concord, CA
Daly City, CA
Fullerton, CA
Milpitas, CA
Modesto, CA
Morgan Hill, CA
New Orleans Redevelopment Authority, OR
Oakland, CA
Peoria, AZ
Phoenix, AZ
Port of Los Angeles, CA
Port of San Diego, CA
Redlands, CA
Sacramento, CA
Salinas, CA
San Antonio Housing Authority, TX
Scottsdale, AZ
Stockton, CA
Taft, CA
Tracy, CA
Upland, CA
Vancouver, WA
Visalia, CA

**ENGINEERING**
Bakersfield, CA
Barstow, CA
Bob Hope Airport, CA
Central Contra Costa Sanitary District, CA
Chino Hills, CA
Clark County, NV – McCarran Airport
Corona, CA
Damascus, OR
Dublin San Ramon Services District, CA
Elk Grove, CA
Imperial Irrigation District, CA
Los Banos, CA
Monterey County Water Resources Agency, CA
Needles, CA
Nevada County, NV
Nye County, NV
Oceanside, CA
Omnitrans, CA
Peoria, AZ
Pico Rivera, CA
Pismo Beach, CA
Pomona, CA
Richmond, CA
Reno, NV
Stockton, CA
San Luis Obispo County, Nacimiento Project, CA
School District of Hillsborough County, FL (General Manager of Transportation)
South Pasadena, CA
Tiburon, CA
Tracy, CA
Visalia, CA

**EXECUTIVE DIRECTOR**
Association of Monterey Bay Area Governments, CA
Arizona Municipal Water Users Association, AZ
Bay Area Air Quality Management District, CA
Broward County, FL (Port Everglades Chief Executive/Port Director)
California Fire and Rescue Training Authority, CA
California Peace Officers Association, CA
California State Association of Counties, CA
California School Boards Association, CA
Central Contra Costa Solid Waste Authority, CA
Chula Vista Redevelopment Agency, CA
Cooperative Agricultural Support Services Authority (CASS), CA
Early Learning Coalition of Broward County, Inc (CEO)
Elk Grove-Rancho Cordova-El Dorado Connector JPA, CA
El Paso Water Utilities—Public Service Board, TX (President/CEO)
Florida Public Transportation Association (FPTA), FL
Hillsborough County, FL—Head Start Division (Division Director)
Home Forward, OR
Housing Authority of the City of Austin, TX (President/CEO)
Housing Authority of the City of Los Angeles, CA
Housing Authority of the County of Butte, CA
Housing Authority of the County of Santa Cruz, CA
Hub Cities Consortium, CA
Kings Community Action Organization, CA
Mammoth Lakes Visitors Bureau, CA
March Joint Powers Authority, CA
Metro, Portland, OR
Oregon Cascades West Council of Governments, OR
Palos Verdes Library District, CA
PATH Ventures, CA
Pima Association of Governments and Regional Transit Association, AZ
Recreation Centers of Sun City West, AZ
Sacramento Area Flood Control Agency, CA (Executive & Deputy)
San Bernardino Associated Governments, CA
San Diego Association of Governments, CA
Children’s Board of Hillsborough County (Executive Director)
Louisiana Housing Corporation (Executive Director)
San Francisco Estuary Institute, CA
San Joaquin Council of Governments, CA
Santa Clara Valley Water District, CA (CEO)
SOS Children’s Villages—Florida (CEO)

South Bayside Waste Management Authority, CA
Southern California Association of Governments (Deputy)
Vancouver Housing Authority, WA (Executive & Deputy)
West Contra Costa Integrated Waste Management District, CA
West Contra Costa Transportation Advisory Committee, CA
Yolo Emergency Communications Agency, CA

FINANCIAL
Alameda County Congestion Management Agency, CA
Aurora, CO
Baldwin Park, CA
Barstow, CA
Boulder, CO
Boulder City, NV
Calaveras County Water District, CA
Campbell, CA
Chino Hills, CA
Clark County, NV
Corona, CA
Cotati, CA
Damascus, OR
D.C. Government, DC
East Bay Municipal Utility District, CA
Elk Grove, CA
Fairfield, CA
Grants Pass, OR
Half Moon Bay, CA
Hallandale Beach, FL
Healdsburg, CA
Hercules, CA
Housing Authority of the City of Los Angeles, CA
Imperial Beach, CA
Imperial Irrigation District, CA
Inglewood, CA
Ione, CA
Lancaster, CA
Las Vegas Valley Water District, NV
Lincoln, CA
Los Altos, CA
McCarran International Airport-
Clark County, NV
Menlo Park Fire Protection District, CA
Modesto, CA
Monterey Park, CA
Norfolk, VA (Assistant Director)
Oakland, CA
Oceanside, CA
Palmdale Water District, CA
People Assisting the Homeless, CA
Pinellas Suncoast Transit Authority, FL
Pleasanton, CA
Quincy, FL
Recreation Centers of Sun City West, AZ
Roseville, CA
Sacramento County, CA
San Bernardino International Airport, CA
San Carlos, CA
San Diego, CA
San Francisco, CA
San Leandro, CA
San Jose, CA
Santa Monica, CA
Sparks, NV
Stockton, CA
Thornton, CO
Topeka, KS
Union City, CA
Washoe County, NV
Wayne County, MI
West Hollywood, CA
West Wendover, NV
White Pine County, NV
Yolo County, CA

FIRE CHIEF
Alameda, CA
Arroyo Grande (Director of Building & Fire)
Aurora, CO
Chino Valley Independent Fire District, CA
Chula Vista, CA
Encinitas, Del Mar, and Solana Beach, CA
Eugene, OR

Fremont, CA
Folsom, CA
Fullerton, CA
Glendale, CO
Hillsboro, OR
Lodi, CA
Livermore – Pleasanton Fire District, CA
Milpitas, CA
Monrovia, CA
Montebello, CA
Mountain View, CA
Newark, CA (Assistant & Chief)
Oceanside, CA
Peoria, AZ
Petaluma, CA
Piedmont, CA
Poudre Fire Authority, CO
Rancho Cucamonga, CA (Deputy & Chief)
Rancho Santa Fe Fire Protection District, CA
Sacramento County, CA
Salinas, CA
San Mateo, CA
San Miguel Fire Protection District, CA
Santa Cruz, CA
Sonoma Valley Fire & Rescue Authority, CA
Sumter County, FL
Sunnyvale, CA (Public Safety Director)
University of California, Davis
Union City, CA (Assistant & Chief)
Upland, CA
Vacaville, CA
Walla Walla, WA

GENERAL MANAGER
Big Bear City Community Services District, CA
Calaveras County Water District, CA
Central Contra Costa Sanitation District, CA
Central Marin Sanitation Agency, CA
Coachella Valley Mosquito Vector Control District, CA
Cordova Recreation and Park District, CA (District Administrator)
East Bay Dischargers Authority, CA
Fallbrook Public Utilities District, CA
Hilton, Famkopf, and Hobson LLC, CA
Joshua Basin Water District, CA
Jurupa Community Services District, CA
Kennewick Irrigation District, WA (District Manager)
Los Angeles Convention Center, CA
Monterey Peninsula Regional Park District, CA
Monterey Regional Waste Management District, CA
Monterey Regional Water Pollution Control Agency, CA (Assistant)
Oro Loma Sanitary District, CA
Public Agency Risk Sharing Authority of California, CA
Pleasant Valley Recreation & Park District, CA
Reclamation District 1000, CA (District Engineer)
Ross Valley Sanitary District, CA
Salinas Valley Solid Waste Authority, CA
Sanitary District No. 5 of Marin County, CA
Santa Cruz Consolidated Emergency Communications Center, CA
Sewer Authority Mid-Coastside, CA
South Placer Municipal Utility District, CA
Sweetwater Springs Water District, CA
Union Sanitary District, CA
Valley of the Moon Water District, CA
Walnut Valley Water District, CA

**HOUSING**
City of West Hollywood, CA (Rent Stabilization and Housing Manager)
Housing Authority of the City of Austin, TX
Housing Authority for the City of Brownsville, TX
Housing Authority for the City of Los Angeles, CA
Housing Authority for the County of Butte, CA
Fort Worth, TX Housing Authority
Housing Authority for the County of Santa Cruz, CA
Louisiana Housing Corporation
Milpitas, CA
San Antonio Housing Authority, TX
Housing Authority the City of Vancouver Housing Authority, WA

**LEGAL COUNSEL**
Aurora, CO
Broward County, FL
Coconut Creek, FL
Cupertino, CA
Fremont, CA
Gainesville, FL
Hayward, CA
Inglewood, CA
Lathrop, CA
Lee County, FL
Monterey, CA
Morgan Hill, CA
Newport Beach, CA
North Las Vegas, NV
North Port, FL
Oceanside, CA
Orange, CA
Palo Alto, CA
Port of San Diego, CA
Sacramento Area Flood Control Agency, CA
Sacramento County, CA
Salinas, CA
San Benito County, CA
San Bernardino Associated Governments, CA
San Mateo, CA
Santa Ana, CA
Stockton, CA
Sunnyvale, CA
Thousand Oaks, CA
Ventura, CA
Walnut Creek, CA
Yolo County, CA

Library
Corona, CA
Folsom, CA
Monterey Park, CA
Palos Verdes Library District, CA
Stockton-San Joaquin County Public Library, CA

Parks/Recreation/
Community Services
Anaheim, CA
Arlington, TX
Bakersfield, CA
Commerce, CA
El Segundo, CA
Emeryville, CA
Half Moon Bay, CA
Lemoore, CA
Long Beach, CA
Lynwood, CA
Maple Valley, WA
Midpeninsula Regional Open Space District, CA
Milpitas, CA
Monterey County, CA
Pecoria, AZ
Pleasanton, CA
Pleasant Valley Recreation and Park District, CA
Pomona, CA
Sacramento County, CA
Sacramento, CA
San Carlos, CA
San Jose, CA
Santa Clarita, CA
Stockton, CA
Ventura, CA
Whittier, CA

Personnel/Human Resources
Alameda County, CA
Anaheim, CA

Apple Valley, CA
Arcadia, CA
Azusa, CA
Barstow, CA
Bellevue, WA
Benicia, CA
Colusa County, CA
Commerce, CA
Corona, CA
Desert Water Agency, CA
Fremont, CA
Inglewood, CA
Inland Empire Utilities Agency, CA
Glendale, AZ
Grants Pass, OR
Judicial Council of California – Administrative Office of the Courts, CA
Las Virgenes Municipal Water District, CA
Moreno Valley, CA
Monterey Park, CA
Napa, CA
Newark, CA
Norfolk, VA
North Las Vegas, NV
Oceanside, CA
Ontario, CA
Patterson, CA
Palmdale Water District, CA
Petaluma, CA
Pico Rivera, CA
Pomona, CA
Rancho Cordova, CA
Redlands, CA
Rocklin, CA
Roseville, CA
San Antonio Housing Authority, TX
San Bernardino County, CA
San Carlos, CA
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Scottsdale, AZ
Sedgwick County, KS
Stockton, CA
Tehama County, CA
Wayne County, MI
White Pine County, NV
Yucca Valley, CA
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Peoria, AZ
Petaluma, CA
Piedmont, CA
Pismo Beach, CA
Pittsburg, CA
Placentia, CA
Pleasanton, CA
Port of Long Beach, CA
Port of San Diego, CA
Port of Seattle, WA
Redlands, CA
Reno, NV
Rio Vista, CA
Rocklin, CA
Roseville, CA
Sacramento, CA
Salinas, CA
San Bernardino, CA
San Diego State University, CA
San Fernando, CA
San Francisco, CA
San Diego State University, CA
San Jose State University, CA
San Rafael, CA
Santa Rosa Junior College, CA
Sausalito, CA
Seattle, WA
Seaside, CA
Signal Hill, CA
South Gate, CA
Stockton Unified School District, CA
Sunnyvale, CA
Tehachapi, CA
Tulsa, OK
Turlock, CA
University of California at Davis, CA
University of California at Santa Barbara, CA
University of Oregon
Vacaville, CA
Vallejo, CA
Vancouver, WA
Virginia Commonwealth University
Walla Walla, WA
Walnut Creek, CA
West Sacramento, CA
Whittier, CA

POLICE COMMAND STAFF
Atascadero, CA
Bay Area Rapid Transit, CA
California State University, East Bay
California State University, Sacramento
California State University, San Francisco
Commerce, CA
East Palo Alto, CA
Menlo Park, CA
Monterey County, CA
Pleasanton, CA
Santa Rosa, CA
Port of San Diego, CA
University of California at Merced
University of Oregon

POLICE OVERSIGHT
Bay Area Rapid Transit, CA
San Francisco, CA
San Jose, CA

PUBLIC AFFAIRS /
INTERGOVERNMENTAL
RELATIONS DIRECTOR
Beverly Hills, CA
Rancho Cordova, CA
Thornton, CO
San Diego Regional Airport
Authority, CA
West Basin Municipal Water District, CA

PUBLIC SAFETY
COMMUNICATIONS
Aurora, CO
Clackamas County, OR
Heartland Communications Facility
Authority, CA
San Francisco, CA
San Jose, CA
Santa Cruz Consolidated Emergency Communications Center, CA
Scott Emergency Communications Center
Consolidated Intergovernmental Dispatch Agency-Tallahassee, FL
Washington County Consolidated Communications Agency, OR
Yolo Emergency Communications Agency, CA

PUBLIC WORKS
Belmont, CA
Chandler, AZ
Clark County, NV
Commerce, CA
Dallas, TX
Elk Grove, CA
Fresno, CA
Galt, CA
Grants Pass, OR
Half Moon Bay, CA
Healdsburg, CA
Huntington Beach, CA
Inglewood, CA
Lathrop, CA
Los Banos, CA
Mammoth Lakes, CA
Maple Valley, WA
Monrovia, CA
Morro Bay, CA
Needles, CA
Pico Rivera, CA
Pismo Beach, CA
Pomona, CA
Poway, CA
Provo, UT
Redlands, CA
Roseburg, OR
Roseville, CA
San Benito County, CA
San Carlos, CA
San Diego, CA
San Jose, CA
Santa Cruz, CA
South Pasadena, CA
Stockton, CA
Sumter County, FL
Tehama County, CA
Tiburon, CA
Upland, CA
Vallejo, CA
Woodland, CA
Yuba City, CA

PURCHASING
Central Contra Costa Sanitary District, CA
Housing Authority of the City of Los Angeles
Tacoma, WA

RISK MANAGEMENT
Central Contra Costa Sanitary District, CA
Central Marin Sanitation Agency, CA
Riverside Transit Agency, CA

TECHNOLOGY
Clark County, NV
Durham, NC
Fresno, CA
Hayward, CA
Hillsboro, OR
Inland Empire Utilities Agency, CA
Modesto, CA
Port of Los Angeles, CA
San Antonio Housing Authority, TX
San Francisco, CA
State Bar of California
Tucson, AZ
West Hollywood, CA

TRANSPORTATION
Association of Monterey Bay Area Governments, CA
Dallas, TX
Elk Grove-Rancho Cordova-El Dorado County Connector Joint Powers Authority, CA
Omnitrans, CA
San Diego Association of Governments, CA
San Joaquin Council of Governments, CA
Santa Clarita, CA
Washington County, OR
West Contra Costa Transportation Advisory Committee, CA
Waste Water/Sanitation/Solid Waste
Central Contra Costa Sanitation District, CA
Central Contra Costa Solid Waste Authority, CA
Central Marin Sanitation Agency, CA
Dublin San Ramon Services District, CA
East Bay Dischargers Authority, CA
Monterey Regional Waste Management District, CA
Monterey Regional Water Pollution Control Agency, CA
Oro Loma Sanitary District, CA
Redlands, CA
Richmond, CA
Ross Valley Sanitary District, CA
Salinas Valley Solid Waste Authority, CA
Sanitary District No. 5 of Marin County, CA
San Jose, CA
Sewer Authority Mid-Coastside, CA
South Bayside Waste Management Authority, CA
Stockton, CA
Union Sanitary District, CA
West Contra Costa Integrated Waste Management Authority, CA

Water
Arizona Municipal Water Users Association, AZ
Aurora, CO
Bakersfield, CA
Calaveras County Water District, CA
Joshua Basin Water District, CA
Kennedwick Irrigation District, CA
Phoenix, AZ
Reclamation District 1000, CA
Redlands, CA
Sacramento Area Flood Control Agency, CA
San Diego, CA
San Jose, CA
San Luis Obispo County, CA
Santa Clara Valley Water District, CA
South Placer Municipal Utility District, CA
Stockton, CA
Sweetwater Springs Water District, CA
Vallejo, CA
Valley of the Moon Water District, CA
Walnut Valley Water District, CA
Yuba City, CA

Other
Bay Area Air Quality Management District, CA (Deputy Air Pollution Control Officer)
Benton County, OR (Health Director)
Boise, ID (Community Ombudsman)
Broward County, FL (Port Everglades Director of Business Development)
Bureau Veritas, CA (Vice President – Operations)
Central Contra Costa Sanitary District (Director of Collection System Operations and Director of Plant Operations)
Cordova Recreation & Park District (District Administrator and Maintenance Superintendent)
Government Services Group, Inc. (Municipal Services Manager)
Houston Housing Authority (Director Real Estate Investments & Development)
Housing Authority of the City of Los Angeles (Director of General Services)
Imperial Irrigation District (Assistant Manager of Construction Operations and Maintenance)
Hilton, Farnkopf, and Hobson LLC (Manager/Vice President)
Las Vegas Convention and Visitors Authority, NV (Director of Facility Projects)
Metropolitan Washington Airports Authority (Vice President for Public Safety)
Monterey Bay Unified Air Pollution Control District, CA (Air Pollution Control Officer)
Monterey Park, CA (Director of Management Services)
Port of Long Beach, CA (Managing Director)
Port of San Diego, CA (Senior Director of Real Estate)
Redlands, CA (8 Mid-Level Managers and Natural Resources Manager)
Robson Homes (Forward Planner and Land Acquisition Manager)
Sacramento, CA (Preservation Director)
Sacramento, CA (Urban Design Manager)
San Jose, CA (Assistant Director of Environmental Services and Environmental Services Director)
San Manuel Band of Tribal Indians, CA (Tribal Manager)
Sedgwick County, Kansas (Health Department Director)
Superior Court of California, County of San Luis Obispo, CA (Assistant Court Executive Officer)
Washoe County, NV (Senior Services Director)
Washoe County, NV (Social Services Director)
July 22, 2014

Mr. Robert B. Gay
District Manager
San Mateo County Mosquito and Vector Control District
1351 Rollins Road
Burlingame, California 94010

Via Email: rgay@smcmad.org

Dear Mr. Gay:

Enclosed is our proposal to conduct the recruitment for a new District Manager for the San Mateo County Mosquito and Vector Control District. Ralph Andersen & Associates has extensive experience working with a variety of agencies throughout the nation providing executive recruitment services and management consulting.

Our substantial background and understanding of complex organizations and Vector Control combined with our extensive experience in California and the Bay Area makes us ideally suited to represent the interests of the San Mateo County Mosquito and Vector Control District during this important recruitment project.

Our mission and commitment to the San Mateo County Mosquito & Vector Control District is to provide the highest quality of search services in the industry as measured by the comprehensive nature of our search process, the caliber of candidates we present, and the success of those candidates in our client's organizations.

We have all the advantages of a large firm – extensive resources, collective knowledge in our markets, and are an extremely capable, high performance 14 member search team – with a long-term proven and verifiable track record of exceeding our clients’ expectations.

The combination of experience and diverse backgrounds give the consultants at Ralph Andersen & Associates a comprehensive understanding of what it takes to build an effective organization; leadership, integrity, vision, fiscal acumen, transparency, superior interpersonal skills, and a strong commitment to service.

The executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 42 years. With the reputation of Ralph Andersen & Associates you will have the opportunity to consider candidates located throughout the State of California as well as from across the United States.

We are proud of how we market and represent our clients; all of the design, graphics, and printing of our marketing material is done in-house so we can control the quality and production timing. Sample recruitment brochures for the Greater Los Angeles County Vector Control District General Manager search and the Orange County Vector Control District District Manager search are attached for your reference. To see additional samples of our recruitment brochures please visit the Career Opportunities page of our website at www.ralphandersen.com.
We are prepared to put forth a dedicated and considerable effort using all of our resources to ensure that the position of General Manager will represent the highest standards in the profession and continue to contribute to the San Mateo County Mosquito & Vector Control District’s reputation as a high performance organization which is focused on excellence.

Thank you very much for your consideration of this proposal. We are ready to proceed upon notification of approval. You may reach me at (916) 630-4900 should you have any questions or need further clarification.

Respectfully Submitted,

Robert J. Burg, FACHE
Executive Vice President

Enclosure
Proposal to Provide Executive Search Services for the position of District Manager

Executive Summary

Attracting top talent has never been more complex however, Ralph Andersen & Associates is highly qualified to assist the San Mateo County Mosquito and Vector Control District in recruiting for its new District Manager. We have conducted more successful executive recruitments than any other firm in California since 1972. From helping you to create a competency-based interviewing framework for your new District Manager to assessing candidates and attracting top human capital, our search professionals offer an unparalleled depth of experience, national reach, and industry knowledge.

The Board of Trustees is seeking proposals from executive search firms to assist in the identification and recruitment of a highly qualified group of candidates for the position of District Manager. In particular, the Board is seeking a firm with the national reach and professional experience to clearly assess your organizational needs and formulate a strategy to deliver results.

At Ralph Andersen & Associates, we believe that gaining a complete understanding of our client’s specific objectives and priorities is essential prior to launching any search assignment. This process includes the identification and incorporation of a variety of important details such as the candidate’s desired skills, experience, and ethics as well as the critical “soft skills” related to temperament, personality, management philosophy, and other factors that will ultimately determine the candidate’s “fit” with the organization.

We, therefore, begin each search by working closely with your leadership, and, when requested, stakeholders, staff, and your community, to ensure a complete picture of the desired candidate pool is developed. Our team-oriented approach matched with this 360 degree perspective means we ensure that a complete understanding of the organization’s mission and culture translates into those specific traits and characteristics necessary to ensure the selected candidate is successful in the position.

We understand that the Board of Trustees expects aggressive, personalized outreach to identify a diverse and highly qualified applicant pool and a selection process that includes comprehensive candidate reports based on thorough reference and background checks. We will begin with fully detailed profiles of the desired candidate’s characteristics and build a recruitment strategy that is tailored to meet the District’s specific needs. The resulting outreach and advertising campaign will incorporate the extensive use of personal outreach to recruit a diverse and highly qualified group of candidates.
Ralph Andersen & Associates has been providing practical, responsive executive search and management consulting services to the local public sector and related industries since 1972. As such, the executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 42 years. With each new assignment, we earn our reputation as the nation’s premier local government consulting organization.

Ralph Andersen & Associates

Ralph Andersen & Associates has been providing practical, responsive executive search and management consulting services to the local public sector and related industries since 1972. With each new assignment, we earn our reputation as the nation’s premier local government consulting organization.

Ralph Andersen & Associates is a California Corporation and is not a subsidiary nor does it have any subsidiaries. The firm currently has 14 employees.

Ralph Andersen & Associates serves a nationwide clientele through its Corporate Office in Sacramento (Rocklin), California. A multi-disciplined, full-service local government consulting organization, Ralph Andersen & Associates is dedicated to helping our clients improve operating efficiency and organizational effectiveness.

Our national staff of professionals and support staff includes acknowledged leaders in their respective fields. Supplementing their extensive consulting backgrounds, our senior staff all have personal, hands-on executive experience in the operation of public agencies and private businesses.

Range of Services Offered – Ralph Andersen & Associates specializes in the following primary service areas: management consulting, public safety and executive search.
- **Management Consulting** – Ralph Andersen & Associates helps organizations improve their performance potential with a range of management consulting services. The types of services provided by the firm include management and performance audits, organizational analyses, productivity improvement analyses, agency and service consolidation assessment, specialized financial management including debt restructuring and organizational problem solving. In addition to providing these services to entire organizations, the firm often conducts management consulting engagements that are focused in a specific service area such as public safety, city management, finance, public works, community development and other major service areas. Ralph Andersen & Associates treats every management consulting engagement as unique. This approach means we will assemble a consulting team comprised of consultants with the specific talents and experiences needed to successfully achieve the client’s objectives. Our team of experienced consultants perform complex analyses and recommend solutions that are practical and most importantly, are capable of being implemented by our clients.

- **Human Resources Consulting** – The firm provides a full range of contemporary human resources consulting including classification studies, compensation studies, benefits analysis, pay plan development, executive pay, and pay for performance. Key staff have proven success in working with labor groups and elected officials in identifying solutions and solving challenging problems. Services also include expert witness services for mediation and arbitration hearings. Our approach to consulting services is characterized by proven methods, extensive data collection, accurate analysis, and effective communication and messaging.

- **Public Safety** – Working closely with our clients to implement innovative emergency management solutions, Ralph Andersen & Associates helps organizations plan, protect and serve people better than ever before. We bring together practical solutions, plans, and processes that are operationally deployable to help our clients achieve their critical objectives. The firm’s consultants have extensive, hands-on experience in planning and disaster preparedness training for private and public institutions including healthcare, public health, human services, and local, state and federal government agencies.

- **Executive Search** – At Ralph Andersen & Associates, there’s always an entire team behind every recruitment assignment that we undertake. Our multi-disciplinary approach takes the best ideas in executive recruiting and creates innovative ways to get the right candidates for clients. When you retain Ralph Andersen & Associates, you actually get an entire team’s worth of support and expertise working together to achieve your organization’s objectives. The firm has conducted executive searches for large and small organizations throughout the nation. In addition to conducting searches for city manager and other chief executive officer positions, Ralph Andersen & Associates has successfully completed searches in every area of municipal service. Ralph Andersen & Associates believes the most important element of a successful executive search is to listen carefully to what our clients are looking for in terms of candidate experience and qualifications. Using these client-focused guidelines, candidate identification is undertaken through marketing and personal outreach.

**Overview of Related Experience**

Recently, the firm has been engaged in healthcare and public health related assignments. These specific assignments associated with environmental services include the following:
- Recruitment for Greater Los Angeles County Vector Control District (35 Board Members)
  - General Manager (*Sample Brochure Attached*)
- Recruitment for Orange County Vector Control District (35 Board Members)
  - District Manager (*Sample Brochure Attached*)
- Recruitment for Contra Costa Mosquito and Vector Control District
  - General Manager
- Maricopa County, Arizona
  - Recruitment for Director of Environmental Services
  - Recruitment for Director Air Quality
  - Public Health Department

- Recently provided executive level staff to assist County Executive Office on organizational issues.
- Through on-site staffing and additional support by Ralph Andersen & Associates, identified and supplemented the current executive level staffing to include an experienced consultant well versed in HIV for detailed analysis of the Ryan White Program. Also provided high level consulting on local, regional and federal intergovernmental relations including facilitation of HRSA Audit.

  - Identified key medical personnel available to assist Maricopa County in an interim capacity, as needed to work as part of the consulting team to resolve organizational issues in Public Health.

  - High level consulting on local, regional and federal intergovernmental relations including facilitation of HRSA Audit.

  - Identified key medical personnel available to assist Maricopa County in an interim capacity, as needed to work as part of the consulting team to resolve organizational issues in Public Health.

The area of public health and human services is extremely broad and complex. Ralph Andersen & Associates has conducted searches relative to health and social services that include the following:

- Alpine County, California
  - Health and Human Services Director
- Association of Regional Center Agencies, California
  - Executive Director
- City of Baltimore, Maryland – Department of Social Services
  - Executive Director
- City of El Paso, Texas
  - Public Health Director
- LAMP Communities, Los Angeles California
  - Executive Director
- Maricopa County, Arizona, Department of Human Services
  - Director of Human Services
- Montgomery County, Ohio, Department of Administrative Services
  - Director of the Animal Resource Center
- Monterey County, California
  - Health Officer
- City of Norfolk, Virginia
  - Human Services Director
- Placer County, California
  - Director of Health & Human Services
  - Public Health Officer
- Sacramento County, California
  - Administrator, Countywide Services Agency
- City and County of San Francisco, California
  - Director of the Office of Early Care and Education
- St. Barnabas Senior Services, Los Angeles, California
  - Executive Director
- Union County, North Carolina
  - Director of Human Services

Additionally, Ralph Andersen & Associates has conducted recent recruitments (2005 to present) for the following member agencies.
- Brisbane, California
  - Harbormaster (Current Search)
- Colma, California
  - City Manager
- Millbrae, California
  - Superintendent of Public Works
- Portola Valley, California
  - Town Manager
- Redwood City, California
  - City Attorney

References

At Ralph Andersen & Associates, we feel strongly that our past client relationships will attest to the professionalism of our services. We would be pleased to provide references upon the District’s request.

Project Staffing

The reputation of the search firm and personal commitment of the recruiters define the difference between the success and failure of any given recruitment. Ralph Andersen & Associates’ search professionals are acknowledged leaders in the field and possess a broad range of skills and experience in the areas of local government management, executive search, and related disciplines. Only senior members of Ralph Andersen & Associates are assigned to lead search assignments, ensuring that their broad experience and knowledge of the industry is brought to bear on our clients’ behalf.

Mr. Robert Burg, Executive Vice President

Mr. Robert Burg is the Executive Vice President of Ralph Andersen & Associates and the Managing Director of Healthcare, Emergency Management, and Human Services. As a senior executive, his area of concentration is on executive search and management consulting. His client base, as a retained consultant and high-level advisor, is focused on all facets of government, non-profit, and private enterprise. Mr. Burg has a total of 35 years of experience in the area of healthcare operations, emergency management, human services and public health. From 1979–94 he served as a Commissioned Naval Officer in a variety of high profile assignments.
Mr. Burg has extensive leadership and consulting experience in both the public and private sectors. He served as the Interim Director for Bio-Defense and the Cities Readiness Initiative in Phoenix, Arizona in Maricopa County, which is the 4th largest county in the United States. He has substantial experience with writing and evaluating Public Health Disaster Plans in accordance with ICS/NIMS compliance. He was directly responsible for completing a gap analysis and writing the Hospital Disaster Preparedness Plan for 16 Sacramento Hospitals including 4 healthcare systems and 4 counties. While Administrator of the Attending Physician’s Office, United States Capitol he managed the healthcare delivery system serving the Members of Congress, Justices of the Supreme Court, all staff, and visiting dignitaries. **Mr. Burg is board certified in healthcare administration and holds the high-level credential of achieving Fellow status with the American College of Healthcare Executives (ACHE).** Additionally, he was responsible for the 911 emergency response system and ensuring the medical safety of visitors. During his decade long tenure he was directly responsible for the design and implementation for medical planning of three Presidential Inaugurations, and multiple State of the Union Addresses. Additionally he held a Top Secret clearance and was part of the continuity of government planning for both the legislative and judicial branches of the Federal government. He has held senior administrative positions in organizations ranging in size from less than 100 employees to over 1,000.

Mr. Burg’s consulting activities have been extremely diverse. He is senior faculty for the Department of Homeland Security/FEMA and other specialties which include healthcare executive decision making for Weapons of Mass Destruction (WMD), organizational development, organizational diagnosis, labor management relations, leadership development, strategic planning, team building, conflict resolution, and emergency management/recovery planning.

International consulting activities include healthcare organizational design for the Knesset in Israel, Ministry of Health, China, South Korea, and the British Parliament. Specific projects include disaster preparedness/recovery planning and designing special healthcare operations at the highest level of governments.

Mr. Burg has a Bachelor of Arts degree in Economics and a Masters of Business Administration with a specialty in Healthcare. He has taught business management courses and lectured at several prestigious organizations.

**Paraprofessional and Support Staff** based in the Sacramento Office will provide administrative support to Mr. Burg on this recruitment assignment. These staff may include: Ms. Tiffany Taylor, Ms. Diana Haussmann, Ms. Teresa Heple, Ms. Brianna Ham, Mr. Jeff McMurdo, and Ms. Hillari Bynum.

**Search Work Plan**

We feel that the key elements of the search process, which can be tailored to fit the specific needs of the District, should include:

- Developing a comprehensive position profile based upon information provided in meetings with the assigned client representative and other key staff as directed.

- A marketing strategy that uses selected advertising to supplement the extensive candidate identification process.
• A screening process that narrows the field of candidates to those that most closely match the needs of the District, and is based on extensive reference checks and personal interviews with the top candidates.

• Delivering a product in the form of a search report that recommends the top group of candidates and provides detailed information about their background and experience.

• Assisting in the interview and selection process.

• Negotiating the final compensation package for the selected candidate.

This section describes the usual steps in the search for a key executive position.

San Mateo MVCD – District Manager
Search Process

Task 1 – Review Project Management Approach

Mr. Burg, Project Director, will meet with the assigned client representatives and others as appropriate to discuss the project management for the search. The discussion will include a review of the work plan, confirmation of timing, and communication methods.

Task 2 – Develop Position Profile

The position profile for the District Manager will be the guide for the entire search process. The development of the profile includes the collection of technical information and recruitment criteria.
The Mission
Our success relies on our ability to build solid relationships with our clients. This leads to a clear understanding of their organization’s objectives, strategies, and cultures. Our extensive database and network allows us to reach a wide range of exceptional talent.

Technical Information
Mr. Burg will conduct individual meetings with the assigned client representative and others as may be necessary. The purpose of these meetings is to gain an understanding of the experience and professional background requirements desired in the District Manager. These meetings will also help the consultant gain an understanding of the work environment and the issues facing the San Mateo County Mosquito and Vector Control District.

Recruitment Criteria
The recruitment criteria are those personal and professional characteristics and experiences desired in the District Manager. The criteria should reflect the goals and priorities of the District. The Project Director, Mr. Burg, will meet with the assigned client
representative and others, as appropriate, to facilitate the identification and articulation of that criteria.

Subsequent to the development and adoption of the candidate profile, the technical information and recruitment criteria will be documented in an information brochure prepared by the search consultants. The brochure will be reviewed by the assigned client representative in draft format, revised as appropriate, and published for use throughout the search.

**Task 3 – Outreach and Recruiting**

This task is among the most important of the entire search. It is the focus of the activities of the search consultants and includes specific outreach and recruiting activities briefly described below.

**Candidate Identification**

Ralph Andersen & Associates will use their extensive contacts to focus the recruiting effort. In making these personal contacts, the Project Director will target those individuals who meet the criteria set by the District. Each of the candidates identified through the recruiting efforts will be sent an information brochure. Candidates will also be contacted directly to discuss the position and to solicit their interest in being considered. Mr. Burg, working with his support and administrative staff, will be directly involved in candidate identification.

Both the outreach and recruiting activities will result in applications and resumes from interested candidates. As they are received, resumes will be acknowledged and candidates will be advised of the general timing of the search process. The following tasks involve the actual selection process, once all resumes have been received.

**Other Outreach**

An outreach and advertising campaign will be developed. It will include the placement of ads in professional publications. Specific Internet sites related to government will be used, including Careers In Government, American Mosquito Control Association, and Mosquito and Vector Control Association of California as a method of extending the specific outreach to professionals in the specific area of interest. Additionally, the advertisement and the full text of the position profile (the recruitment brochure) will be placed on Ralph Andersen & Associates’ home page, which is accessed by a large number of qualified candidates. This method of outreach to potential applicants provides a confidential source that is monitored by many key level executives on an on-going basis.

**Task 4 – Candidate Evaluation**

This task will be conducted following the application closing date. It includes the following specific activities:

**Screening**

All of the applications will be carefully reviewed. Those that meet the recruitment criteria and minimum qualifications will be identified and subject to a more detailed evaluation. This evaluation will include consideration of such factors as professional experience, and size and complexity of the candidate’s current organization as compared to the candidate profile.
Preliminary Reference Review

The Project Director will conduct preliminary reference reviews for those candidates identified as the most qualified as a result of the screening process. Direct contact will be made with a limited number of references to learn more about the candidates’ experience, past performance, and management style.

Preliminary Interviews via Skype

Mr. Burg, as the Project Director, will conduct preliminary interviews with the top group of candidates identified through the screening and preliminary reference review processes. The interviews are extensive and designed to gain additional information about the candidates’ experience, management style, and “fit” with the recruitment criteria. Interviews will be done using Skype or via telephone. No consultant travel for preliminary in-person interviews has been included in this proposal.

The screening portion of the candidate evaluation process typically reduces a field of applicants to approximately eight (8) to ten (10) individuals. Those individuals will be reviewed with the District prior to proceeding with the individual interviews.

Task 5 – Search Report

After completing Task 4, Mr. Burg will meet with the assigned client representative to review the search report. The report divides all of the candidates into three groups including 1) the top group of candidates recommended to be interviewed; 2) a backup group to the first group; and 3) all other candidates. For the first two groups, the search report will include candidate resumes. The results of reference reviews and on-site interviews will be provided verbally to the assigned client representative. This meeting will identify a confirmed group of finalist candidates (typically 5 to 8).

Task 6 – Selection

The final selection process activities can vary depending upon the desires of the District. The specific activities in the selection process are described briefly below.

Coordination

Mr. Burg will design and coordinate the selection process for the selected group of candidates who have been confirmed with the assigned client representative after review of the preliminary interviews and detailed reference checks.

Interview Booklet

For the interviews of the finalist candidates, Ralph Andersen & Associates will prepare an interview booklet that includes the resumes, interview comments, reference checks and other relevant information about the candidates. In addition, the booklet will contain suggested questions and areas for discussion based upon the priorities identified in the previous meetings with the assigned client representative.

Interview Assistance

Mr. Burg, as Project Director, will attend the interviews to assist in the selection process. This assistance will include scheduling of interviews, an initial orientation for the Interview Panel, candidate introductions, and facilitation of discussion of candidates after all interviews have been completed.
Selection Decision

Mr. Burg will be available to provide assistance to the assigned client representative in the final selection as may be desired. This assistance may include providing or obtaining any additional information desired to assist in making the final selection decision.

Negotiations Assistance

Mr. Burg is available to assist the assigned client representative in negotiating a final compensation package, if desired.

Task 7 – Search Close Out

After the District, has reached an agreement with the individual selected for the position, the search consultant will close out the search. These activities will include advising all of the final candidates of the status of the search.

Project Timing

Ralph Andersen & Associates will complete the search within 75 to 90 days from the execution of the agreement to the presentation of candidates. Negotiation with the top candidate will take an additional week or two after finalist interviews. We are prepared to begin this search upon verbal notification to proceed. A sample timeline is provided below.

<table>
<thead>
<tr>
<th>Month 1</th>
<th>Month 2</th>
<th>Month 3</th>
<th>Month 4</th>
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<tr>
<td>Search firm selected</td>
<td>Consultant evaluates organization; position criteria established</td>
<td>Candidates identified and screened</td>
<td>Consultant interviews and conducts preliminary reference checks</td>
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<tr>
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<td></td>
<td></td>
<td>Consultant recommends candidates; client selects finalists for interview</td>
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<td>Client-candidate interviews</td>
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<td></td>
<td>Preferred candidate selected; negotiations</td>
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<td>District Manager hired</td>
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<td></td>
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<td>New District Manager begins</td>
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Project Cost

Total cost to the San Mateo County Mosquito and Vector Control District for professional services and expenses for the position of District Manager will be a fixed fee of $25,000. The District will be billed in four installments as follows:

- Invoice #1 – Upon Initiation of the Contract: $6,250
- Invoice #2 – Following development of the brochure and marketing materials: $6,250
- Invoice #3 – Following the closing date: $6,250
- Invoice #4 – Upon acceptance of offer: $6,250

Expenses included in this fixed fee include such items as advertising, brochures, consultant travel for meetings (up to 2 trips to the District), clerical, graphics, research, printing and binding, postage and delivery, verifications and Internet and Lexis/Nexis searches on not more than the top two (2) candidates, and long-distance telephone and cellular charges. Verifications on more than the top two (2) candidates will be supplemental to this Proposal and will be at the discretion of the District representative.

Brochure – A full color brochure similar to the submitted samples will be developed for the District. All pictures will be the responsibility of the District.

Ralph Andersen & Associates will bill the District in four payments as noted above. The San Mateo County Mosquito and Vector Control District will be responsible for all candidate expenses related to on-site interviews.

Ralph Andersen & Associates’ Guarantee

Ralph Andersen & Associates offers the industry-standard guarantee on our search services. If within a one-year period after appointment the District Manager resigns or is dismissed for cause, we will conduct another search free of all charges for professional services. The San Mateo County Mosquito and Vector Control District would be expected to pay for the reimbursement of all incurred costs.
Experience:
- Responsibility is similar in size and scope to that needed in OCVCD.
- Candidates with experience at the assistant or deputy level will also be considered if the level of responsibility is similar to that needed in OCVCD.
- Increases in tick-borne diseases (e.g., Rocky Mountain spotted fever and some under-recognized disease agents transmitted by ticks): Recreational use by the public of the County’s hiking trails has increased human exposure rates to tick-borne diseases.
- Re-emergence of diseases found in small mammals (e.g., flea-borne typhus): Lack of adequate flea control on pets (especially cats) allows for the movement of typhus-infected fleas from opossums to pet animals, and potentially, subsequent human exposure.
- Introduction of new vectors (e.g., Asian tiger mosquito): Immature stages (eggs and larvae) of the Asian tiger mosquito, Aedes albopictus, are easily transported with the movement of products across the globe. This mosquito has been introduced and exterminated twice in Orange County since 2001.
- Improvements to the District’s Red Imported Fire Ant (RIFA) program: The District’s current RIFA efforts need to be fortified through more surveillance and control to prevent a resurgence of this vector in Orange County.
- California Environmental Quality Act (CEQA) regulatory restrictions: Recent interpretations of National Pollutant Discharge Elimination System (NPDES) standards related to the use of public-health pesticides and environmental management practices to reduce vectors have added layers of CEQA-related regulatory requirements onto existing vector control activities and may severely restrict some elements all together.

Education and Experience:
The OCVCD Board of Trustees has retained Ralph Andersen & Associates to conduct a regional recruitment effort to attract outstanding candidates for consideration in this position. The Board is particularly interested in candidates that are proactive in addressing vital issues that impact public health and welfare. Candidates with experience at the assistant or deputy level will also be considered if the level of responsibility is similar in size and scope to that needed in OCVCD.

Experience: Requires seven (7) years of responsible experience as an administrator, including three (3) years of managerial or administrative experience within a complex organization with a reporting relationship to an elected body or board.

Education: A Bachelor’s or higher degree in business, public administration, or a related discipline, is required. An advanced degree is desirable.

A Selection Committee has been designated by the Board of Trustees to work with Ralph Andersen & Associates on all phases of the search effort. Experience with scientific applications in entomology, biology, or a relative technical field are desirable. The Selection Committee reserves the right to give additional consideration to candidates with an advanced degree and the combination of professional experience that best fits the needs of the District. They are actively involved with Ralph Andersen & Associates in the screening and evaluation of resumes to determine the appropriate match of professional experience, training, and education.

The Compensation:
The salary for the position of District Manager is up to $146,000 annually. Salary will be based on the candidate’s qualifications experience and salary history. OCVCD offers a comprehensive employment package with a full range of benefits that includes a $500 per month car allowance. Specific inquiries regarding salary and benefits can be directed to Ralph Andersen & Associates.

To Be Considered:
Interested candidates can apply by sending their resume, cover letter, and six (6) professional references to Ralph Andersen & Associates via email to apply@ralphandersen.com. Electronic submittals are preferred. Resumes may also be submitted via mail or fax as follows:

Ralph Andersen & Associates
5800 Stanford Ranch Road, Suite 410
Rocklin, California 95765
Fax: (916) 630-4911

Candidates are encouraged to apply early in the process for optimal consideration. This position is open until filled; however, the first review of resumes will begin July 23, 2010.

References will not be contacted until mutual interest has been established. Candidates may be asked to complete a series of written responses for further evaluation. Ideally, the selected candidate will join the Orange County Vector Control District in September 2010 (or sooner). If you have questions or would like to discuss the opportunity further, please call Mr. Robert Burg at (916) 630-4900. Confidential inquiries welcomed.
The Orange County Vector Control District (OVCVD) is a special district and is one of over 100 agencies statewide specifically dedicated to protecting public health by controlling rats, flies, mosquitoes, fire ants, and other vector related problems.

The District was formed in 1947, originally as the Orange County Mosquito Abatement District, in accordance with local authority provided by the Mosquito Abatement Act of 1915 and further supported by the California Health and Safety Code. The District was responsible for protecting the growing population of Orange County from mosquitoes and mosquito-borne diseases. In 1975, the Orange County Board of Supervisors conducted an efficiency study that concluded that the District could effectively assume the responsibility for comprehensive vector control. Consequently, fly and rat control, formerly part of the Orange County Health Department, was transferred to the District. At that time the name of the District was changed to the Orange County Vector Control District. In 2004, the District re-established a Red Im- ported Fire Ant (RIFA) program after the State stopped funding the program it had established in 2000.

OCVVD has played a vital role in maintaining the environment and protecting residents from disease and non-disease transmitting pests (vectors) for over 63 years. The District serves approximately three million residents in a 786 square mile area.

Operation of the District is overseen by a Board of Trustees comprised of 35 members, each appointed by their city of residence (34) with one member representing the County. Trustees are appointed for terms of two or four years.

The current Fiscal Year’s (2010-11) $11.8 million dollar budget approved by the Board of Trustees supports District activities in providing vector control services to County residents. Funding also supports education programs on vectors that are presented by staff at school and civic group meetings.

To effectively accomplish this mission, four key departments interact cooperatively, which include the Clerk of the Board (1), Administration (4), Operations (35), Communications (6), and Scientific Technical Services (8), totaling 54 permanent full-time staff and up to 55 seasonal extra-help positions during the summer mosquito season.

The Position of District Manager

The position of District Manager is appointed by the Board of Trustees and is responsible to the Board for all matters related to District business or activities. Ensuring that the District provides significant public health services to the residents of the OCVCD, the District Manager:

- Implements Board-approved policies, determines and develops operating procedures;
- Defines and administers the organizational structure, divisions and assignment functions (staffing), and lines of authority to execute the District’s mission and purpose, including business (administrative), scientific-technical, operational, public education, information, and maintenance functions;
- Prepares and administers the annual budget, including analysis and justifications;
- Establishes and maintains an accounting system, develops related procedures, and maintains budgetary controls over all expenditures;
- Prepares and implements general rules, regulations, safety, and administrative policies;
- Recommends salary structure and working conditions, and maintains an employee relations program;
- Develops and implements a formal program with written proce- dures for review and evaluation of subordinate employee work performance;
- Confers with District Counsel and secures legal assistance as needed;
- Develops and oversees a system of planning, directing, and conduct- ing training programs for District personnel;
- Designs, develops, implements, and directs a program to recruit, select, and assign subordinate staff employees;
- Oversees all purchases for the District;
- Determines, in conjunction with Operations Director and Scientific Technical Services Director, the types and kinds of chemical applica- tions used in the District’s operational program, and the procedures and protocols for use;
- Stays current on all local, regional, State, or federal legislation that may have an impact on District functions;
- Serves as interagency spokesperson and representative for the District in meetings with various associated agencies, civic groups, and political entities;
- Reviews professional literature and keeps informed of the latest scientific-technical advances in vector surveillance and control, and related fields; and
- Actively participates in the programs of professional societies and associations affiliated with vector control or special district matters.

The Ideal Candidate

The District Manager must have dynamic leadership, interpersonal and excellent communication skills. He/She will be chosen upon the basis of knowledge, experience, education, and demonstrated administrative ability of management, public finance, personnel, and organizational skills. The new District Manager will be appointed by the Board of Trustees and serve under its direction. The District Manager must have a verifiable record of success with unquestionable ethics and high standards in the performance of his/her duties. The ideal candidate will also possess the following attributes:

- A strategic outlook and vision towards future needs;
- Exceptional planning and budgeting skills;
- A thorough knowledge of administrative and legislative practices;
- An interest in understanding entomology and biology, and the ability to ensure practical and scientific evaluation of the environmental impact created by the District’s operational activities;
- Excellent oral and written communication and presentation skills;
- Exceptional leadership skills to coach, inspire, encourage, and solicit staff participation;
- An understanding of political interactions and ability to build strong relationships with community and local agencies;
- An accessible and approachable management style towards the Board of Trustees, staff, and public;
- The confidence to voice his/her opinions candidly yet provide all alternatives to the Board of Trustees for its consideration; and
- The flexibility and freedom to allow staff to pursue professional ideas and advancements.

Mission Statement: The mission of the Orange County Vector Control District is to provide the citizens of Orange County with the highest level of protection from vectors and vector-borne diseases.

In achieving this mission, the Orange County Vector Control District shall:

- Be proactive in response to current and future vector threats.
- Respond effectively and courteously to the needs of the public.
- Inform and educate the public about the shared responsibility of vector control.
- Utilize the most effective and safest methods available for the control of vectors.
- Provide vector control services in the most cost-effective manner.
The Organization

The Orange County Vector Control District (OCVCD) is a special district and is one of over 100 agencies statewide specifically dedicated to protecting public health by controlling rats, flies, mosquitoes, fire ants, and other vector related problems. The District was formed in 1947, originally as the Orange County Mosquito Abatement District, in accordance with local authority provided by the Mosquito Abatement Act of 1915 and further supported by the California Health and Safety Code. The District is responsible for protecting the growing population of Orange County from mosquitoes and mosquito-borne diseases. In 1975, the Orange County Board of Supervisors conducted an efficiency study that concluded that the District could effectively assume the responsibility for comprehensive vector control. Consequently, fly and rat control, formerly part of the Orange County Health Department, was transferred to the District. At that time the name of the District was changed to the Orange County Vector Control District. In 2004, the District re-established a Red Impounded Fire Ant (RIFA) program after the State stopped funding the program it had established in 2000.

OCVCD has played a vital role in maintaining the environment and protecting residents from disease and non-disease transmitting pests (vectors) for over 63 years. The District serves approximately three million residents in a 796 square mile area.

Operation of the District is overseen by a Board of Trustees comprised of 35 members, each appointed by their city of residence (34) with one member representing the County. Trustees are appointed for terms of two or four years.

The current Fiscal Year’s (2010-11) $11.8 million dollar budget approved by the Board of Trustees supports District activities in providing vector control services to County residents. The District provides a variety of programs and services used in the District’s operational program, and the procedures and protocols for use;

- Stays current on all local, regional, State, or federal legislation that may have an impact on District functions;
- Serves as interagency spokesperson and representative for the District in meeting with various associated agencies, civic groups, and political entities;
- Reviews professional literature and keeps informed of the latest scientific-technical advances in vector surveillance and control, and related fields; and
- Actively participates in the programs of professional societies and associations affiliated with vector control or special district matters.

The Position of District Manager

The position of District Manager is appointed by the Board of Trustees and is responsible to the Board for all matters related to District business or activities. Ensuring that the District provides significant public health services to the residents of the OCVCD, the District Manager:

- Implements Board-approved policies, determines and develops operating procedures;
- Defines and administers the organizational structure, divisions and assignment functions (staffing), and lines of authority to execute the District’s mission and purpose, including business (administrative), scientific-technical, operational, public education, information, and maintenance functions;
- Prepares and administers the annual budget, including analysis and justifications;
- Establishes and maintains an accounting system, develops related procedures, and maintains budgetary controls over all expenditures;
- Prescribes and implements general rules, regulations, safety, and administrative policies;
- Recommends salary structure and working conditions, and maintains an employee relations program;
- Develops and implements a formal program with written procedures for review and evaluation of subordinate employee work performance;
- Confer with District Counsel and secures legal assistance as needed;
- Develops and oversees a system of planning, directing, and conducting training programs for District personnel;
- Designs, develops, implements, and directs a program to recruit, select, and assign subordinate staff employees;
- Oversees all purchases for the District;
- Determines, in conjunction with Operations Director and Scientific Technical Services Director, the types and kinds of chemical applications used in the District’s operational program, and the procedures and protocols for use;
- Stays current on all local, regional, State, or federal legislation that may have an impact on District functions;
- Serves as interagency spokesperson and representative for the District in meeting with various associated agencies, civic groups, and political entities;
- Reviews professional literature and keeps informed of the latest scientific-technical advances in vector surveillance and control, and related fields; and
- Actively participates in the programs of professional societies and associations affiliated with vector control or special district matters.

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In achieving this mission, the Orange County Vector Control District shall:

- Be proactive in response to current and future vector threats.
- Respond effectively and courteously to the needs of the public.
- Inform and educate the public about the shared responsibility of vector control.
- Utilize the most effective and safest methods available for the control of vectors.
- Provide vector control services in the most cost-effective manner.

The Ideal Candidate

The District Manager must have dynamic leadership, interpersonal and excellent communication skills. He/She will be chosen upon the basis of knowledge, experience, education, and demonstrated administrative ability of management, public finance, personnel, and organizational skills. The new District Manager will be appointed by the Board of Trustees and serve under its direction. The District Manager must have a verifiable record of success with unquestionable ethics and high standards in the performance of his/her duties. The ideal candidate will also possess the following attributes:

- A strategic outlook and vision towards future needs;
- Exceptional planning and budgeting skills;
- A thorough knowledge of administrative and legislative practices;
- An interest in understanding entomology and biology, and the ability to ensure practical and scientific evaluation of the environmental impact created by the District’s operational activities;
- Excellent oral and written communication and presentation skills;
- Exceptional leadership skills to coach, inspire, encourage, and solicit staff participation;
- An understanding of political interactions and ability to build strong relationships with community and local agencies;
- An accessible and approachable management style towards the Board of Trustees, staff, and public;
- The confidence to voice his/her opinions candidly yet provide all alternatives to the Board of Trustees for its consideration; and
- The flexibility and freedom to allow staff to pursue professional ideas and advancements.

G A T E A N D L O C A T I O N

Located on the Southern California coast with a culturally diverse population of three million, Orange County enjoys a nearly perfect climate year-round. Visitors and residents alike have an abundance of world-class shopping, dining, and resort accommodations to choose from, as well as over 42 miles of beautiful beaches and coastline. In addition, the region offers a variety of amenities that are attractive to those with an active lifestyle. Enjoy jogging, bike riding, rollerblading, or just taking a leisurely stroll along the numerous boardwalks and piers. Take advantage of the opportunity to go boating, sport fishing, or whale watching in the area’s scenic harbors.

Orange County is home to some of the State’s most popular attractions, including Disneyland, Disneyland’s California Adventure, and Knott’s Berry Farm. The 2002 World Series Champion- Angels baseball team and the 2007 Stanley Cup Champion Anaheim Ducks NHL team are exciting choices for sports enthusiasts. Cultural venues are abundant, including the theater, symphony, orchestra performances, as well as world-class ballet and Broadway productions. A wide array of museums for children and adults are available, in addition to numerous parks, zoos, and championship golf courses. Educational opportunities are plentiful, with two State universities – California State University, Fullerton and University of California at Irvine – plus several private colleges and four community college districts.

There are over 60 high school campuses and enough elementary schools to educate one and a half million students. Many national corporate headquarters, as well as leading technology and biomedical firms, are located here. John Wayne Airport is conveniently located for travelers and commuters, and extensive bus and rail systems offer transportation solutions that help to enhance the area’s quality of life. Orange County offers a high quality of life, low crime rate, and excellent educational system. It is no wonder that Orange County is considered “the place to live the California dream.”
Opportunities and Challenges

This position will be tasked with providing administrative support and resources for the following mission-essential concerns:

- Introduced mosquito-borne diseases (e.g., Dengue fever and West Nile virus): These arboviruses have recently expanded their ranges as a result of movement of vectors, animals, and people.

- Increases in tick-borne diseases (e.g., Rocky Mountain spotted fever and some under-recognized disease agents transmitted by ticks): Recreational use by the public of the County’s hiking trails has increased human exposure rates to tick-borne diseases.

- Re-emergence of diseases found in small mammals (e.g., flea-borne typhus): Lack of adequate flea control on pets (especially cats) allows for the movement of typhus-infected fleas from opossums to pet animals, and potentially, subsequent human exposure.

- Introduction of new vectors (e.g., Asian tiger mosquito): Immature stages (eggs and larvae) of the Asian tiger mosquito, Aedes albopictus, are easily transported with the movement of products across the globe. This mosquito has been introduced and exterminated twice in Orange County since 2001.

- Improvements to the District’s Red Imported Fire Ant (RIFA) program: The District’s current RIFA efforts need to be fortified through more surveillance and control to prevent a resurgence of this vector in Orange County.

- California Environmental Quality Act (CEQA) regulatory restrictions: Recent interpretations of National Pollutant Discharge Elimination System (NPDES) standards related to the use of public-health pesticides and environmental management practices to reduce vectors have added layers of CEQA-related regulatory requirements onto existing vector control activities and may severely restrict some elements all together.

The Compensation

The salary for the position of District Manager is up to $146,000 annually. Salary will be based on the candidate’s qualifications experience and salary history. OCVCD offers a comprehensive employment package with a full range of benefits that includes a $500 per month car allowance. Specific inquiries regarding salary and benefits can be directed to Ralph Andersen & Associates.

To Be Considered

Interested candidates can apply by sending their resume, cover letter, and six (6) professional references to Ralph Andersen & Associates via email to apply@ralphandersen.com. Electronic submittals are preferred. Resumes may also be submitted via mail or fax as follows:

Ralph Andersen & Associates
5800 Stanford Ranch Road, Suite 410
Rocklin, California 95676
Fax: (916) 630-4911

Candidates are encouraged to apply early in the process for optimal consideration. This position is open until filled; however, the first review of resumes will begin July 23, 2010.

References will not be contacted until mutual interest has been established. Candidates may be asked to complete a series of written responses for further evaluation. Ideally, the selected candidate will join the Orange County Vector Control District in September 2010 (or sooner). If you have questions or would like to discuss the opportunity further, please call Mr. Robert Burg at (916) 630-4900. Confidential inquiries welcomed.

A Selection Committee has been designated by the Board of Trustees to work with Ralph Andersen & Associates on all phases of the search effort. Experience with scientific applications in entomology, biology, or a relative technical field are desirable. The Selection Committee reserves the right to give additional consideration to candidates with an advanced degree and the combination of professional experience that best fits the needs of the District. They are actively involved with Ralph Andersen & Associates in the screening and evaluation of resumes to determine the appropriate match of professional experience, training, and education.

Education and Experience

The OCVCD Board of Trustees has retained Ralph Andersen & Associates to conduct a regional recruitment effort to attract outstanding candidates for consideration in this position. The Board is particularly interested in candidates that are proactive in addressing vital issues that impact public health and welfare. Candidates with experience at the assistant or deputy level will also be considered if the level of responsibility is similar in size and scope to that needed in OCVCD.

Experience: Requires seven (7) years of responsible experience as an administrator, including three (3) years of managerial or administrative experience within a complex organization with a reporting relationship to an elected body or board.

Education: A Bachelor’s or higher degree in business, public administration, or a related discipline, is required. An advanced degree is desirable.

A Bachelor’s or higher degree in business, public administration, or a related discipline, is required. An advanced degree is desirable.
As a special district, a highly dedicated Board of Trustees governs OCVCD. The Board of Trustees, where each Trustee represents a member city or the County, is comprised of 35 filled seats that govern the District. The Board oversees the budget, policies, and all programs and services of the District. The Trustees serve for a term of two or four years and are appointed by their respective cities. The District’s governing power is vested in the following trustees:

**The Board of Trustees**

**Aliso Viejo**
- Phillip B. Tsunoda
- La Palma

**Anaheim**
- Lucille Kring
- Los Alamitos

**Brea**
- Roy Moore, Vice President
- Mission Viejo

**Buena Park**
- Jim Dow
- Newport Beach

**Costa Mesa**
- Wendy Leece
- Orange

**Cypress**
- Doug Bailey
- Placentia

**Dana Point**
- Steven H. Weinberg
- Rancho Santa Margarita

**Costa Mesa**
- Cheryl Brothers
- San Clemente

**Cypress**
- R. Paul Webb
- San Juan Capistrano

**Dana Point**
- Cheryl Brothers
- Fullerton

**Costa Mesa**
- R. Paul Webb
- Fountain Valley

**Fullerton**
- Mark Rosen
- Santa Ana

**Garden Grove**
- Joe Carchio
- Seal Beach

**Huntington Beach**
- Dr. Steven Choi
- Stanton

**Irvine**
- Toni Iseman
- Tustin

**La Habra**
- Dr. Robert Buer
- Villa Park

**Lake Forest**
- James Gomez
- Westminster

**Orange**
- Richard T. Dixon
- Yorba Linda

**Placentia**
- Larry A. Herman
- Yorba Linda

**Santa Ana**
- Aliso Viejo
- County of Orange

**San Clemente**
- Joe Anderson, President
- San Juan Capistrano

**Tustin**
- Al Murray
- Seabch

**Villa Park**
- Al Murray
- Yorba Linda

**Westminster**
- Dr. Robert Buer
- Yorba Linda

**Yorba Linda**
- James Gomez
- County of Orange

**County of Orange**
- John M. W. Moorlach

**Mission Viejo**
- Ken C. Parker
- Yorba Linda

**Newport Beach**
- Dr. Virginia L. Barrett, Secretary
- Yorba Linda

**Orange**
- John Paul Ledesma
- Yorba Linda

**Placentia**
- Tony Iseman
- Yorba Linda

**San Juan Capistrano**
- Laura Freese
- Yorba Linda

**Stanton**
- Larry A. Herman
- Yorba Linda

**Tustin**
- Roy Moore, Vice President
- Yorba Linda

**Westminster**
- Dr. Steven Choi
- Yorba Linda

**Yorba Linda**
- Dr. Robert Buer
- Yorba Linda

**County of Orange**
- James Gomez
- Yorba Linda

**Mission Viejo**
- Aliso Viejo
- Yorba Linda
Greater Los Angeles County Vector Control District invites applications for the position of General Manager.
The Community — County of Los Angeles

The County of Los Angeles encompasses an area of 4,084 square miles with altitudes that vary from nine feet below sea level to 10,080 above sea level. There are 75 miles of beaches which represents nearly 9% of California’s 840-mile coastline. With approximately 280 days of sunshine a year the average daily high/low temperatures in the downtown area are 68.1/48.5 in January and 84.5/65.6 in August making it a wonderful place to work and play. The possibilities for diverse cultural activities, accommodations, sightseeing, entertainment, dinning, shopping, meetings attractions and natural beauty are plentiful. The County of Los Angeles encompasses some of the most diverse environments found in one area, which makes it one of the most desirable places to live in Southern California.

Los Angeles has the largest population (10,223,055) of any county in the nation, and has thousands of businesses that are served by 88 cities. Various single family homes, apartments and condominiums are available to residents within the county and range from affordable to expensive. Several of the District’s cities enjoy a quiet, “small-town atmosphere,” excellent parks, and scenic views while they also enjoy the proximity to large town conveniences.

The Organization

The Greater Los Angeles County Vector Control District (GLACVCD) is a non-enterprise independent special district, enabled and empowered to act as a public health agency as a result of legislation incorporated in the California State Health and Safety Code.

GLACVCD has played a vital role in maintaining the environment and protecting residents from disease and non-disease transmitting pests (vectors) for over 54 years. It is one of five mosquito and vector control districts in Los Angeles County. The District services 4.8 million residents in a 1,330 square mile area, including 34 cities and portions of unincorporated territory making GLACVCD the largest vector control district in Los Angeles County. Avoiding the use of broad-spectrum pesticides, the District turned to state-of-the-art, environmentally sound techniques combined with biological control agents to specifically prevent and control vectors and vector-borne diseases from emerging.

To effectively accomplish this mission, five components interact cooperatively, which include Administration (6), Operations (32), Scientific Technical Services (5), Outreach (6), and Maintenance (3), totaling 52 permanent full-time staff and approximately (20) seasonal extra-help positions during the summer mosquito season.

The proposed budget requirement for Fiscal Year 2007-2008 totals $12,311,490.

Financing and public support for vector control programs are based upon the need for public protection from vector annoyance and the pathogens they transmit. The Southeast Mosquito Abatement District was originally formed in 1952 through a citizen petition aimed at controlling mosquitoes emanating from the Los Angeles River. The name was changed in 1994 to the Greater Los Angeles County Vector Control District (GLACVCD) to better represent its geographical size and both current and future operational scope. The Board of Trustees, where each Trustee represents a member city or the portion of unincorporated county, is comprised of 35 filled seats that govern the District.

GLACVCD is the lead agency for the detection and suppression of threats to the public health from disease-carrying insects and animals (vectors), in all the jurisdictions represented by the District. The District services include:

- Vector Surveillance and Technical Support Program
- Black Fly Prevention and Control Program
- Chironomid (Midge) Prevention and Control Program
- Biological Control Program
- Community Outreach Program
- Enforcement Program
- Literature and Community Education

To further vital research, environmental protection, and community awareness, the District participates in several programs that include:

- Black Fly Prevention and Control – This program, which effectively began in 1994, draws from the District’s pool of resources
of Vector Control Specialists, Vector, Ecologists, and operational program supervisors.

- **Chironomid (Midge) Prevention and Control** – Like the black fly control program, this involves available staff of Vector Control Specialists and both scientific-technical and supervisory personnel. Chironomid midges may affect the entire District, since they are generally associated with flood control and similar project-type habitats.

- **Biological Control Program** – GLACVCD uses the mosquitofish, Gambusia affinis, where practical, in all permanent and semi-permanent water impoundments, including recreational and golf course lakes and ponds, rain ponds, swimming pools, ornamental ponds, channels, ditches, oil well cellars, water troughs, and various miscellaneous containers.

- **Vector Surveillance and Technical Support Program** – A team of professional entomologists and biologists staff the Vector Surveillance Program. Staff within this program are mainly responsible for identifying vectors; monitoring their abundance and occurrence within the District.

- **Community Outreach Program** – In an ongoing effort to inform the public and school children of the importance and control of mosquitoes and other vectors, the GLACVCD has a full-time Public Information Officer and Education Program Specialist. As a team they coordinate programs and events that involve informing and educating the community and children in elementary school grades primarily four through six.

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**The Position of General Manager**

The previous General Manager recently retired after 13 years of delivering effective public services to County residents served by GLACVCD. The position of General Manager is appointed by the Board of Trustees and is responsible to the Board for all matters related to District business or activities. The General Manager ensures the District provides significant public health services to the residents of the GLACVCD and his/her primary duties include:

- Implements Board approved policies, determines and develops operating procedures;
Participate actively in the programs of professional societies and associations affiliated with vector control or special district matters.

**Desired Characteristics**

The General Manager must have dynamic leadership, interpersonal, and excellent communication skills. He/She will be chosen upon the basis of knowledge, experience, education, and demonstrated administrative ability of management, public finance, personnel, and organizational skills. The new General Manager will be appointed by the Board of Trustees and serve under their direction. Candidates possessing experience with scientific applications in entomology, biology or a relative technical field may be given preference by the Selection Committee in the recruitment process. The General Manager must have a verifiable record of success with unquestionable ethics and high standards in the performance of his/her duties. The ideal candidate will also possess the following attributes:

- A strategic outlook and vision towards future needs;
- Exceptional planning and budgeting skills;
- A thorough knowledge of administrative and legislative practices;
- A technical understanding of entomology and biology, and the ability to ensure practical and scientific evaluation of the environmental impact created by the District’s operational activities;
- Excellent oral and written communication and presentation skills;
- Exceptional leadership skills to coach, inspire, encourage and solicit staff participation;
- An understanding of political interactions and the ability to build strong relationships with the community and local agencies;
- An accessible and approachable management style towards the Board of Trustees, staff, and public;
- The confidence to voice his/her opinions candidly yet provide all alternatives to the Board of Trustees for their consideration;
- The flexibility and freedom to allow staff to pursue professional ideas and advancements.

**Education and Experience**

The GLACVCD Board of Trustees has retained Ralph Andersen & Associates to conduct a national recruitment effort to attract outstanding candidates for consideration in this position. The Board is particularly interested in candidates that are proactive in addressing vital issues that impact public health and welfare. Candidates with experience at the assistant or deputy level will also be considered if the level of responsibility is similar in size and scope to that needed in GLACVCD.

**Experience** – Requires seven (7) years of responsible experience as a vector ecologist, entomologist, biologist, public administrator in the public sector; including three (3) years of managerial or administrative experience within a complex organization with a reporting relationship to an elected body or board.

**Education** – A Bachelor’s degree or higher degree in entomology, biological sciences, public administration or a related discipline is required. An advanced degree is desirable.

A Selection Committee has been designated by the Board of Trustees to work with Ralph Andersen & Associates on all phases of the search effort. The Selection Committee reserves the right to give additional consideration to candidates with an advanced degree and the combination of professional experience that best fits the needs of the District. They are actively involved with Ralph Andersen & Associates in the screening and evaluation of resumes to determine the appropriate match of professional experience, training and education.

**The Compensation**

The annual salary for the position of General Manager is negotiable based on the candidate’s qualifications experience and salary history. GLACVCD offers a comprehensive employment package with a full range of benefits that includes a $500.00 per month car allowance. Specific inquiries regarding salary and benefits can be directed to Ralph Andersen & Associates.

**To Be Considered**

Interested candidates can apply on line at www.ralphandersen.com using the Resume Submittal™ feature. Resumes may also be submitted via mail, e-mail or fax as follows:

Ralph Andersen & Associates
5800 Stanford Ranch Road, Suite 410
Rocklin, California 95765
Fax: (916) 630-4911
E-mail: apply@ralphandersen.com

Candidates are encouraged to apply early in the process for optimal consideration. Resume review will begin immediately. Candidates are encouraged to submit resume, cover letter and five (5) references immediately. This position is open until filled.

References will not be contacted until mutual interest has been established. Candidates may be asked to complete a series of written responses for further evaluation. If you have questions or would like to discuss the opportunity further, please call Mr. Robert Burg of Ralph Andersen & Associates at (916) 630-4900. Confidential inquiries welcomed.
As a special district, a highly dedicated Board of Trustees governs GLACVCD. The Board of Trustees, where each Trustee represents a member city or the portion of unincorporated county, is comprised of 35 filled seats that govern the District. The Board oversees the budget, policies, and all programs and services of the District. The Trustees serve without compensation for a term of two to four years. The District’s governing power is vested in the following trustees represented cities and unincorporated areas which include:

### Serving The Communities Of:

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Regional Government Services
Proposal for the San Mateo County Mosquito Abatement District for an Executive Director/General Manager recruitment

Subject to the terms and conditions of an Agreement with RGS, RGS shall assign an RGS employee or employees to provide executive recruitment services which include performing any or all of the functions described below, as requested by the District:

- Update the existing job description for the position for accuracy and currency to job duties and requirements.
- Conduct a compensation review for the position in preparation for recruiting for the position.
- Have an initial planning meeting with the District leadership to:
  - Identify key needs.
  - Develop a selection plan (selection plan requires the active participation/interaction of District staff and/or Board of Directors or sub-committee of the Board throughout the process.)
- Prepare a job recruitment bulletin, and any associated organizational information materials.
- Develop and reach agreement on a recruitment schedule.
- Write and place advertising (advertising costs are an additional fee – costs passed on with no markup).
- Conduct targeted outreach to potential candidates.
- Review applications and synopsizing each qualified candidate’s education and experience.
- Meet with appropriate District staff (likely General Manager or Board sub-committee) to review candidates and identify candidates for interview.
- Schedule and administer interview(s) with Board Sub-committee or full Board, and candidates, including development of questions and other assessment materials.
- Conduct reference checks/background investigation on finalist candidate(s) (this is an additional fee for background investigation {not reference checks} – costs passed on with no markup).
- Prepare and present a job offer, and/or negotiate compensation and benefits on behalf of the District.
- Provide timely and professional communications to the District and all applicants throughout the selection process.

Some of these tasks/steps may be modified depending on needs of the District.

This recruitment is expected to take approximately 90 hours of consultant time. District will only be invoiced for the actual hours worked. Hourly rate for this work is at $125.00 with a $12,000 not to exceed amount for hours worked. Consultant travel expenses and direct expenses for advertising and background investigation report are not included in the NTE costs. District will be informed of advertising costs prior to advertisements being placed. Should the activities take more time than anticipated, consultant will not proceed on additional work without direct authorization from designated District authority.

In addition, District will be invoiced for printing/copying fees, advertising costs, or any other such direct costs incurred as part of this work.

The RGS employee primarily assigned is to be determined, Consultant/Human Resources Advisor, who will perform work and who may also direct tasks to other RGS staff with equal or lower bill rates at the Consultant’s discretion.

The start date for the services to be performed is August 2014, and this agreement is anticipated to remain in force through December 31, 2014.