



Washington

GENERAL MANAGER

\$150,000 - \$232,500

Plus Excellent Benefits

Apply by
April 3, 2022
(First Review, Open Until Filled)

PROTHMAN



THE COMMUNITY



The Soos Creek Water and Sewer District (SCWSD) office is located in unincorporated King County to the east of the cities of Renton and Kent, and north of Covington.

The District is just 11 miles south of Seattle, and provides services to unincorporated King County and the cities of Auburn, Black Diamond, Covington, Kent, Maple Valley, and Renton. The region is easily reached by both Interstate 405 and Interstate 5, and a number of other adjacent highways. Southern King County is one of the fastest-growing regions in the State.

The region is home to manufacturers known worldwide such as The Boeing Company and PACCAR, and also offers some of the most popular retail outlets, an abundance of entertainment and dining options, and world-class medical and healthcare professionals and facilities. South King County is known for its friendly, pro-business climate which has provided room for a multitude of new businesses, including the first IKEA store in the Pacific Northwest, Providence Health Systems Northwest Regional Headquarters, and Group Health Regional Headquarters.

Large attractions in the area include the Virginia Mason Athletic Center; a 200,000 square foot waterfront facility that is the home base for the Seattle Seahawks training camp in Renton, the 108-acre Lake Wilderness Park in Maple Valley which has prime shoreline, preserved forestland, and meandering pathways, and the ShoWare Center in Kent; a state-of-the-art arena that hosts numerous events throughout the year including concerts, comedy shows, business expos, banquets and more. In addition, Covington offers an exceptional retail core that brings visitors from all over to enjoy popular retail outlets and restaurants, and a growing downtown core.

South King County has seen a number of major infrastructure improvements, and several mixed-use development projects containing housing and retail which have transformed the region into a central gathering place for residents and visitors all around the Puget Sound.

Each community served by SCWSD offers year-round outdoor recreation, beautiful parks, and safe streets. With affordable housing, an excellent transportation system, health care services, and award-winning K-12 school systems, this region of the Puget Sound is one of the best areas in Washington to work and live!

THE DISTRICT

Governed by a five-member Board of Commissioners each serving six-year terms, the Soos Creek Water & Sewer District (SCWSD) is a municipal corporation that has served the residents of southeast King County since 1939. The District was formed when Water District 58 and Cascade Sewer District merged in 1987. SCWSD's water comes from Seattle Public Utilities via Lake Youngs, which is adjacent to the District's office. The sanitary sewer system conveys wastewater to King County's South Treatment Plant in Renton for treatment and disposal.

The District is one of the largest utilities in the State of Washington providing water service delivery to over 67,360 residents, which represents 23,805 equivalent residential units (ERUs), within a 16-square-mile water service area. The sewer service area, covering approximately 35 square miles, serves more than 114,000 people (representing 40,285 ERUs) in the cities of Auburn, Black Diamond, Covington, Kent, Maple Valley, Renton, and unincorporated King County. Residents within the District also receive services from other jurisdictions such as cities, King County, school districts, fire districts, and other water or sewer districts.



SCWSD has approximately 39 FTEs and operates on a 2022 budget of \$49.1 million. The District owns and maintains 27 vehicles and more than 14 pieces of large equipment from tilt trailers to a portable sewer pump. SCWSD is responsible for over 231 miles of water mains and 18,834 service connections, along with 525 miles of sewer mains and 33,705 sewer connections. SCWSD is proud to continually deliver both water and sewer services at rates that are amongst the lowest in King County.

THE POSITION

Reporting directly to the Board of Commissioners, the General Manager has direct supervision over the Operations Manager, Finance Manager, and Human Resources Manager, and provides general leadership and guidance to all other District employees. This position leads the overall operation of the District to ensure compliance with federal and state statutes. The General Manager is responsible for the leadership and management of the overall operations, construction, maintenance, and administrative practices, employees, facilities, programs, projects, and planning of the District.

This position is the lead voice for the District in interactions with regulatory agencies, Seattle Public Utilities, King County Wastewater Treatment Division, neighboring jurisdictions, water and sewer municipalities, regional water associations, civic groups, and professional organizations. The General Manager will represent the District when appropriate before legislative bodies, public and private groups, industry leaders, associations, and partnerships.

For a full job description and to view all responsibilities, please view the attachment found [here](#).



OPPORTUNITIES & CHALLENGES

- The Board has a unique mix of experience and backgrounds. The new General Manager will have experience working with a Board that has diverse opinions and guide the process for assessing the long-term issues of the District.
- The District serves six cities, unincorporated King County, three special purpose districts, and has a sewer discharge contract with King County Metro. Intergovernmental relations and problem-solving will be one of the primary roles of the General Manager.
- The District purchases its water from Seattle Public Utilities on a long-term contract and sends its sewerage for treatment to King County Wastewater Treatment Division. Managing these two service agreements will be a critical priority for the new General Manager, as any changes in cost components could have an impact on rate-payers.
- The District is in the process of implementing enterprise-wide software systems to support their work platform. Expertise with current utility enterprise systems and cyber security is a plus.
- The District is in a very sound financial position with \$50 million in operating fund cash and \$45 million in operating revenue. The District self-funds capital projects and has no long-term debt. Attention to the financial health of the district is an important duty.
- The District has some of the lowest rates in the region for similar-sized utilities. The new General Manager will assess rate structure, potential impacts on rates, and the messaging on rates to commercial and residential customers.
- The culture in the District has been to push decisions down to the lowest level possible and give authority and responsibility to staff for necessary actions. As a result, the staff have ownership in their jobs, show initiative to perform well, and are very loyal to the organization. Maintaining this culture is essential.
- Training and career development are supported in the District. Lifetime learning and personal improvement are highly encouraged. The District has one of the lowest staff-to-customer ratios in the region and runs a lean operation. As a result, the District also has one of the best compensation packages in the region.



- Longevity is very high in the District, but some key positions are approaching retirement age. Succession planning is a priority for the District's Human Resources Department. There are ten employees with over 20 years of service, nine with over seven years of service, and a number of fairly new employees.
- Two cities within the District have imposed a utility tax and four have not chosen to, but have the ability to do so. King County imposes a franchise fee. The General Manager will maintain political visibility and work diplomatically to maintain the current practice of not taxing the District.
- The District is a leader in the industry and is highly respected. The new General Manager will maintain the District's positive reputation and positive relations with neighboring cities and districts, and continue to establish the District as the leader in legislative initiatives and cyber security. The new General Manager must be able to lead and influence diverse groups of industry stakeholders.
- The cities served by the District are experiencing extremely high growth rates. The demand for service expansion is and will continue to be very high. This is a tricky subject as the development community wants the certainty of sewer and water service, but the required infrastructure can be a major cost.
- SCWSD's sewer and water rates are among the lowest among peer agencies but have been sufficient to fund operations and develop healthy reserves. The rate discussion happens annually and with different philosophies. The General Manager will be an effective facilitator of the process and continue the trend of maintaining financial stability and responsibility.

IDEAL CANDIDATE

Education & Experience:

It is required that candidates have a bachelor's degree in public administration, business, engineering, or a related field, and ten (10) years of experience in the management of a water, sewer, or public utility, with five (5) years of experience working with an elected board, city council, or similar body, and have previous responsibility for planning, development, and implementation of programs, budgets, and operations. A Master's degree is preferred. The selected candidate must have a valid Washington State driver's license by the time for hire.

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job may be considered.

Necessary Knowledge, Skills & Abilities:

- General knowledge of utility operations and local government experience.
- The ideal candidate will be personable, approachable, and understand that the employees are the District's greatest asset.
- The ideal candidate will maintain a poised, calm, confident, and mature nature, and display exceptional skills as a communicator, both verbally and in writing.
- Commitment to continuous learning, success, and proven success in employee development.
- Proven experience working with a Board, City Council, or similar group that has different experiences, backgrounds, and philosophies.
- The ideal candidate will facilitate Board cohesion and cultivate the support of executive employees.
- Skill in maintaining intergovernmental relations that are already well established.
- The ideal candidate will demonstrate a history of being a leader who facilitates, delegates to, and supports all levels of staff.
- The ability to work with and learn from district employees with years of service to the District, blending this history with the skills of newer employees to maintain a cohesive, high functioning organization.
- Skill and experience in representing a district or similar organization with partners, state associations, and the legislature.

- The ability to make a decision yet be flexible and adjust if necessary.
- Skill as a diplomat and bridge builder. Experience balancing complex relationships, which if unsuccessful could cost the District ratepayers.
- The ideal candidate will establish a long-term vision for the organization, gain buy-in from all stakeholders, and help the District navigate any obstacles to ensure that long-term goals are met.
- Experience in areas with growth pressure including commercial and residential development.
- Demonstrated experience working successfully with regulatory agencies, and experience lobbying to prevent damaging legislation.
- The ability to explain the cost-benefit of outsourced functions to a variety of stakeholders.

For more information on Soos Creek Water & Sewer District, please visit:
www.sooscreek.com

COMPENSATION & BENEFITS

- **\$150,000 - \$232,500 DOQ**
- Medical, dental, vision, and life insurance.
- AD&D, and long-term disability insurance.
- Voluntary insurance.
- Washington PERS.
- Deferred Compensation.
- HRA/VEBA.
- Continuing education and tuition reimbursement.
- Employee assistance program.
- Company cell phone and laptop.
- Annual performance review with salary based on performance.
- 10 paid holidays plus 2 floating holidays.
- 12 days of vacation. Increases with longevity.
- 12 days of sick leave.
- Jury Duty pay.
- Bereavement leave.

Soos Creek Water & Sewer District is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 3, 2022** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "Open Recruitments", select "**Soos Creek Water and Sewer District, WA – General Manager**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. Front page top middle and bottom three photos, and page 3 photo provided by PACE Engineers, Inc.



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