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**CALL AND NOTICE OF SPECIAL MEETING
OF THE JOSHUA BASIN WATER DISTRICT
BOARD OF DIRECTORS**

Notice is hereby given that Mickey Luckman, President of the Joshua Basin Water District Board of Directors, hereby calls a Special Meeting of the Board of Directors of said District to be held Wednesday, November 6, 2013 at the Joshua Basin Water District office located at 61750 Chollita Road, Joshua Tree CA 92252 for the purpose of discussion and possible action on the following items:

CLOSED SESSION:

At this time the Board will go into Closed Session pursuant to Government Code Section 54957 (b)(1) on the following subject matter:
PUBLIC EMPLOYEE APPOINTMENT – TITLE: General Manager

Dated: 10-31-13



Mickey Luckman, President, Board of Directors
Joshua Basin Water District



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JOSHUA BASIN WATER DISTRICT
SPECIAL MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, NOVEMBER 6, 2013 AT 5:00 PM
61750 CHOLLITA ROAD, JOSHUA TREE CALIFORNIA 92252

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. APPROVAL OF AGENDA
5. PUBLIC COMMENT: At this time, any member of the public may address the Board on matters within the Board's jurisdiction that are not listed on the agenda. Please use the podium microphone. The Board may not discuss at length or take action on items not on the agenda.

During either "Public Comment" Item, please use the podium microphone. State your name and have your information prepared and be ready to provide your comments to the Board. The District is interested and appreciates your comments. A 3-minute time limit will be imposed. Thank you.

6. CLOSED SESSION:
At this time the Board will go into Closed Session pursuant to Government Code Section 54957 (b)(1) on the following subject matter:
PUBLIC EMPLOYEE APPOINTMENT – TITLE: General Manager
7. PUBLIC REPORT ON TONIGHT'S CLOSED SESSION
8. ADJOURNMENT

INFORMATION

The public is invited to comment on any item on the agenda during discussion of that item.

Any person with a disability who requires accommodation in order to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation.

Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District's office located at 61750 Chollita Road, Joshua Tree, California 92252 during normal business hours.

**Joshua Basin Water District
General Manager Recruitment 2013
Ideal Candidate Profiles**

Key Factors to Consider when Developing a Candidate Profile:

1. Organizational Needs:
 - a. What are the District's Strengths: how can the new General Manager (GM) build on the District's strengths?
 - b. Challenges: how should the new GM handle current and future challenges?
 - c. Opportunities: how can the new GM maximize the District's opportunities?
 - d. Dynamics: what kind of working relationship does the Board expect from the new GM? What kind of working relationship should he/she have with staff?
 - e. Culture: how will the new GM fit into the District's organizational culture and work environment?
 - f. Board: which type of leader does the Board want/need? What does the Board's constituency expect?
 - g. Staff: which type of leader would the District's staff prefer?

2. Ideal Candidate:
 - a. Competencies: these should include technical, leadership, and management competencies. For example competencies could include:
 - i. Potable water, water treatment, water conservation, wastewater treatment, etc.;
 - ii. Engineering and capital improvement programs;
 - iii. Finance and budgeting;
 - iv. Utilizing outstanding leadership and communication skills to assist the Board in leading the District and its staff to becoming a high-performance, team-based organization;
 - v. Functioning as a mentor, coach, counselor, facilitator and team player and setting examples that can be reinforced across the District;
 - vi. Assisting staff and work teams to accomplish their goals while helping them remain accountable for their work product and behavior;
 - vii. Utilizing excellent interpersonal abilities in order to earn and maintain the respect of team members and management staff;
 - viii. Facilitating creative problem solving and strategic thinking among staff to support "big picture" goals;
 - ix. Establishing a climate of openness, mutual respect and teamwork;
 - x. Exercising effective, clear and honest communication by understanding the interests of all stakeholders and the goals of the District;
 - xi. Being able to conceptualize and translate ideas and concepts into programs;
 - xii. Creating a strong performance ethic by providing ongoing feedback on staff performance and conducting performance reviews;
 - xiii. Encouraging initiative and risk-taking, assisting staff to manage change and conflict, and recognizing contributions and excellence.
 - b. Experiences: this would ideally include experience as a senior manager at another district but could also consist of department head level experience at a larger organization. This would include hands-on experience resolving issues and problems at previous agencies.

3. Position Profile Requirements, for example:

a. Knowledge of:

- i. Administrative principles and practices, including goal setting, program development, implementation and evaluation, budget development and administration, and supervision of staff, either directly or through subordinate levels of supervision.
- ii. Principles and practices of water treatment, water conservation, water distribution, engineering, and capital improvement program and project development and administration.
- iii. Principles, practices, and procedures of public administration.
- iv. Functions, services, and funding sources of a public agency government.
- v. Functions, authority, responsibilities, and limitations of an elected Board of Directors.
- vi. Applicable Federal and State laws, codes, ordinances, and regulations.
- vii. Principles and practices of budget development, administration, and accountability.
- viii. Current social, political, and economic trends affecting the District and its service provision.
- ix. Record keeping principles and procedures.
- x. Modern office practices, methods, and computer equipment and applications related to the work.
- xi. Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- xii. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

b. Ability to:

- i. Plan, administer, coordinate, review, and evaluate the assigned functions, activities, and staff.
- ii. Work cooperatively with and provide staff support to the Board of Directors, and assist them in implementing the policies of the Board of Directors.
- iii. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- iv. Oversee all District financial activities, including administering investments, the development and implementation of the District budget and the control of all expenditures and purchases.
- v. Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- vi. Effectively represent the District in meetings with governmental agencies, community groups, and various businesses, professional, educational, regulatory and legislative organizations and the media.
- vii. Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- viii. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- ix. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- x. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

4. Priorities for the new incumbents: this would include tasks, projects, programs, etc. that are “burning” and need to be addressed immediately upon the new incumbents’ employment.
5. Conditions and challenges in achieving the priorities identified above: the Board will want to identify those so as to present the new incumbent with the appropriate expectations. This item will also make for excellent situational interview questions for the job candidates, i.e., the type of questions that starts with, “What would you do in the following situation: ...”
6. Other factors/topics to think about are:
 - a. Concerns and issues regarding the recruitment and the position;
 - b. Compensation levels: have salary and benefits been reviewed and compared to the labor market?
 - c. Completion timetable: what is the desired start date of the new incumbents?