



KPUD
CONNECTING KITSAP

SEEKING GENERAL MANAGER

CORE VALUES (Our DNA)

- Treat EVERYONE with Dignity, Respect, and Compassion
- Serve EVERYONE with Integrity
- Be Committed to Community Responsibility
- Always Challenge the Status Quo
- Model and Practice Continuous Learning

POSITION

Kitsap Public Utility District (KPUD) is seeking applications for the position of General Manager. The General Manager oversees all aspects of KPUD operations including its drinking water utility, wastewater utility, telecommunications utility, and water resource monitoring program. The General Manager reports to KPUD's three-member elected Board of Commissioners. The Board is responsible for the overall policies, budget, and direction of the District. The Board appoints the General Manager and approves the contracting and/or hiring of legal counsel.

MISSION

Strengthening Kitsap communities through responsive and sustainable utility services.

IDEAL CANDIDATE

KPUD is seeking a progressive, experienced manager who understands, believes in, and commits to our core values and mission.

The ideal candidate will have experience managing governmental budgets, personnel, and capital improvement programs. They will also have strong communications skills, both written and verbal, and be comfortable engaging with staff, elected officials, community members, businesses, and the public. The ideal candidate is committed to government transparency and is not afraid to challenge the status quo when it serves the community to do so.

Additionally, the ideal candidate commits to maintaining KPUD's Culture of Yes. This begins with well-trained staff who are encouraged to provide input on district-wide operations and goals which develop a sense of ownership and commitment among each KPUD team member. The KPUD Culture of Yes means that we hear the community and respond to their needs by identifying ways to make things happen. For example:

Yes, we will build regional drinking water infrastructure to help ensure sustainable water supply to our communities.

Yes, we will build a broadband utility to help address access issues within the communities we serve.

Yes, we will develop a wastewater utility to help restore Puget Sound and sustain our local aquifers.

ABOUT KITSAP COUNTY

KPUD serves the geographic area of Kitsap County, Washington which is a peninsula connected to the eastern shore of Puget Sound. Kitsap County has a population of approximately 275,000 and is experiencing significant growth. Residents enjoy a relatively rural and small-town lifestyle coupled with easy access to large city amenities. Kitsap County's major employer is the United States Department of Defense with over 34,000 personnel distributed among several naval installations.

ABOUT KITSAP PUBLIC UTILITY DISTRICT

KPUD is a Washington State municipal corporation authorized under Chapter 54 Revised Code of Washington. KPUD provides drinking water, wastewater, and telecommunications utilities to communities throughout the county and maintains a county-wide water resource monitoring program.

KPUD is an approved Satellite Management Agency in Washington State. The district owns and/or manages over 80 public water systems that serve over 16,000 accounts. Our wastewater utility operates a Membrane Bioreactor (MBR) wastewater treatment plant that serves the historic town of Port Gamble.

Through an agreement with Kitsap County, KPUD functions as the county's water resources manager and collects and maintains data in an extensive hydrologic monitoring database on Kitsap's rainfall, stream flows, and aquifers.

The KPUD telecommunications utility has deployed over 500 miles of broadband fiber throughout Kitsap County and is actively engaged in increasing critical broadband access to areas that are unserved and underserved in relation to broadband connectivity. As a public entity, our broadband services are a community owned network. We are dedicated to keeping an open access network, supporting a marketplace that offers residents and businesses choices in providers and services.



PRINCIPAL DUTIES

The General Manager is responsible for all aspects of KPUD operations including:

- Ensuring the effective and efficient implementation of the Board's strategic plan, policies, and direction.
- Providing staff tools and professional training to effectively manage the District's business in accordance with the policies of Board.
- Directing the drafting and management of the district's biennial budget (\$14.5 million in 2021).
- Managing nine (9) direct reports and overseeing district-wide hiring and staffing (74 FTE in 2022).
- Ensuring compliance with applicable regulations, including but not limited to the Safe Drinking Water Act, Open Public Meetings Act, public procurement laws, public broadband authorities and regulations.
- Being accessible to and engaging with the community including the public, government agencies, and local tribes.
- Monitoring and engaging in legislative actions that may impact district operations.
- Participating in outside committees and groups relating to the work of the district.

QUALIFICATIONS

Competitive candidates will have at least:

- Five years of senior public sector management experience, comparable to a public utility district general manager, assistant general manager, director, or department head or a similar position within a public agency of similar or larger complexity and size in Washington, Oregon, Idaho, or California; and/or
- A bachelor's degree from an accredited four-year college or university in technical studies, public/business administration, or other relevant studies; and/or
- Any equivalent combination of minimum education and experience which provides the applicant with the knowledge, skills, and abilities to be successful at the job.

COMPENSATION

The negotiable salary range for this position is between \$150,000 - \$180,000 DOQ with excellent benefits, including:

- Employer paid medical (including vision) and dental coverage for employee and dependents.
- Washington State Public Employee Retirement System (PERS).
- Washington State Deferred Compensation Program 457B.
- Employer contribution to HRA VEBA Trust (health reimbursement)
- Paid personal leave (vacation/sick) and paid holidays.
- Technology and car allowances.
- Employee Assistance Program.

TO APPLY

Send a completed application, cover letter, resume, and responses to supplemental questions addressed to the Board of Commissioners to Kimberly Funk, Communications Manager, at kfunk@kpud.org no later than **4:30 p.m. on November 24, 2021**, to be considered in the first review of applicants. Applications are available at <https://www.kpud.org/employment.php>. Position will remain open until filled. Application materials will only be accepted electronically.

CHALLENGES & OPPORTUNITIES

Some of the challenges and opportunities the new General Manager will face include:

- Balancing the organizational priorities of delivering water service and telecommunications access while providing communities what they need when they need it.
- Addressing district growth in relation to staff, facilities, and services as we respond to an increasing population and expanded community needs.
- Maintaining KPUD's **Culture of Yes**.
- Continuing deployment of broadband infrastructure to unserved and underserved communities in Kitsap County.
- Engaging with state lawmakers to develop financially feasible solutions for wastewater that help protect Kitsap's shoreline habitats, while recharging our aquifers.
- Continuing buildout of our Regional Drinking Water Infrastructure.
- Ongoing requests for consolidation or management of other water systems throughout Kitsap County.
- Leading a strategic planning process that considers, accounts, and identifies creative solutions for providing KPUD services in an ongoing/post pandemic environment.

SUPPLEMENTAL QUESTIONS

Your responses to the following questions will be considered as part of the initial application process for the General Manager position. Please limit your response to each question to one page.

1. What do you perceive to be a general manager's role in working with an elected Board of Commissioners?
2. Describe your experience in financial statements, budgeting, debt financing, and grants. As well, describe your ideal processes and timelines related to strategic planning, budgeting, and financial management.
3. Describe your understanding of diversity, inclusion, and equity and how each influences organizational policies and practices.
4. KPUD's *Culture of Yes* includes empowering employees to make decisions. What is your management style and how does it relate to the KPUD culture?
5. Describe how you effectively delegate and motivate your staff, and how you view the importance of job cross-training.

