

General Manager - Utica Water & Power Authority

Starting Salary:

\$125,000.00 to \$155,000.00 – Annually depending on qualifications

Location:

1168 Booster Way (P.O. Box 358), Angels Camp, CA 95222

Job Type: Regular Full Time

Department: Administration

Opening Date:

July 24, 2025

Closing Date:

Until Filled

Description**DEFINITION**

Under policy direction from the Board of Directors of a joint powers authority (Board), plans, organizes, coordinates, and administers through management staff, all Agency activities, including administration, water and hydroelectric operations, dam safety, compliance with state and federal regulatory requirements (e.g., FERC, Division of Safety of Dams, State Water Resources Control Board), capital improvement projects, facility maintenance, planning, grant administration, financial management, and public relations; provides day-to-day leadership for the Agency; coordinates Agency business with various programs, officials, and outside agencies; provides a variety of other responsible and complex administrative support to the Board of Directors and Department Directors; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Directors. Exercises general direction or direction over management, professional, technical, administrative, and clerical staff, either directly or through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a single position executive-level classification with full responsibility for policy development, program planning, fiscal management, administration, and operation of all Agency functions, programs, and activities. The incumbent is responsible for accomplishing the Agency's goals and objectives and for ensuring that the citizens are provided with desired and mandated services in an effective and cost-efficient manner.

The General Manager is an "at-will" classification and serves at the pleasure of the Board of Directors.

About Utica Water and Power Authority (UWPA)

UWPA is a Joint Powers Authority (JPA) consisting of two representatives of the City of Angels Camp (COA) City Council, two representatives of the Union Public Utility District (UPUD) Board of Directors, and one Public Member appointed by the other four members. Authority offices are located in the City of Angels Camp, and the Agency currently has ten employees performing administrative, financial, operational, maintenance, and regulatory compliance functions. The agency holds pre-1914 water rights that provide member agencies and other users within the service area with untreated water supplies. UWPA also produces hydroelectric power for sale to the Pacific Gas & Electric Corporation (PG&E). The Agency owns, operates, and maintains two small hydroelectric plants, five reservoirs, seven small dams, and a 27-mile historic water conveyance system.

About the Position

- Oversees all Agency activities, including administration, hydroelectric generation, facility maintenance, and regulatory compliance; provides day-to-day leadership for the Agency.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the Board and the Agency; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met, and that programs provide services in an effective, efficient, and economical manner.
- Oversees the preparation and administration of the Agency budget; prepares and submits reports of finances and administrative activities to the Board; keeps the Board advised of financial conditions, program process, and present and future needs of the Agency; determines and approves all Agency expenditures; approves annual budget proposal for Board review; reviews periodic finance reports to manage fiscal operations.
- Coordinates Agency business with various programs, officials, and outside agencies; provides a variety of other responsible and complex administrative support to the Board; recommends Agency policy for adoption by the Board; develops administrative regulations and procedures necessary for policy implementation; oversees contract administration for the Agency.
- Cultivates and maintains strong, collaborative working relationships with JPA partner agencies and their management teams to support alignment on shared goals and initiatives.
- Reviews and approves department proposals for major programs and projects, or approves programs for review and approval by the Board.
- Prepares Board and Committee agendas and reports; serves as staff support to Board-appointed committees; serves on in-house committees for major projects and planning efforts; conducts general staff and management meetings; attends and participates in all Board meetings.
- Reviews and evaluates program service delivery methods and systems within the Agency, including administrative and support systems and internal relationships; identifies opportunities for improvement and implements changes to standard operation procedures to enhance services.

- Coordinates the preparation of the agenda for the Board; addresses the Board on behalf of Agency staff; represents the Board to employees, community groups, individual members of the public, and other governmental agencies; responds to the most difficult complaints and requests for information.
- Recruits, hires, provides training, and supervises all senior management staff; approves the appointment of all employees to Agency employment; evaluates the performance of department heads and takes appropriate disciplinary actions; reviews and authorizes disciplinary actions, including terminations for all employees; oversees all Agency personnel policies and procedures.
- Provides for the investigation and resolution of complaints regarding the administration of services provided by the Agency.
- Reviews and approves material for the Agency's periodic community newsletters and public information releases; writes occasional articles; serves as a spokesperson for the Agency to media.
- Attends and participates in professional and community meetings as necessary; establishes and maintains customer service orientation within the Agency organization.
- Monitors changes in laws, regulations, and technology that may affect Agency operations; implements policy and procedural changes as required.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, and associations, Agency management, Agency staff, and the public.
- Responds to the most complex, difficult, and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Prepares competitive grant applications and actively seeks additional funding opportunities to support and expand Agency programs, infrastructure improvements, and long-term strategic goals.
- Performs related duties as required.

Typical Qualifications

EDUCATION AND EXPERIENCE

Any combination of education, training, and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of a bachelor's degree from a regionally accredited college or university with major coursework in public or business administration, park and recreation administration/management, biology, engineering, or a related field;

AND

Five (5) years of increasingly responsible administrative or management experience in water, wastewater, electrical generation, parks and recreation, public agency, or community services programs with at least three (3) years of management or supervisory experience.

LICENSES AND CERTIFICATIONS:

- Possession of, or ability to obtain and maintain, a valid Class C California Driver's license.

KNOWLEDGE OF:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles, practices, and procedures of public administration in a public Agency setting.
- Functions, authority, responsibilities, and limitations of an elected Board.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures, including the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), and public meeting laws.
- Knowledge of licensing and reporting requirements of the Federal Energy Regulatory Commission (FERC) and the California Department of Water Resources, Division of Safety of Dams (DSOD), is highly desirable.
- Current social, political, and economic trends, and operating characteristics of water, hydroelectric, and community services Agencies.
- Principles, practices, methods, and procedures of Agency budget development, administration, and accountability; fiscal and personnel management; public funding; and contract administration.
- Techniques for effectively representing the Agency in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Principles and techniques for working with groups and fostering effective team interaction to ensure work is conducted smoothly.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, training, and motivation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Computers and software programs (e.g., Microsoft software) to conduct, compile and/or generate documentation.

ABILITY TO:

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the Agency.
- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of the Board of Directors.
- Provide effective leadership and coordinate the activities of the Agency.
- Develop, implement, and administer Agency-wide goals, objectives, policies, procedures, work standards, internal controls, and methods for evaluating achievement and performance levels.

- Oversee all Agency financial activities, including administering investments, the development of the Agency's annual budget, and the control of all expenditures and purchases.
- Conduct effective negotiations and effectively represent the Agency in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations, and the media.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, policies, and procedures.
- Analyze complex problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Direct the preparation of and prepare, verify, analyze, and reconcile clear and concise reports, records, correspondence, policies, procedures, and other written material.
- Serve effectively as the administrative agent of the Agency's Board; represents the Agency's Board to the general public and other agencies.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Independently organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

Supplemental Information

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily an office classification, although standing in work areas, walking between work areas, and participating in field trips to remote forested locations where agency facilities are located are required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

ENVIRONMENTAL ELEMENTS

Employee generally works in an office environment with moderate noise levels, controlled temperature conditions, but may be exposed to hydroelectric equipment operations and construction and maintenance activities associated with agency operations. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Occasional field visits may be required, which can involve exposure to varying weather conditions, uneven terrain, and other environmental elements such as dust, heat, cold, and wind.

WORKING CONDITIONS

Employees may be required to work evenings, weekends, and holidays, as well as participate in after-hours on-call assignments.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Interim General Manager upon submittal of the application. Documentation of the need for an accommodation must accompany the request. Utica Water and Power Authority is an Equal Opportunity Employer (EOE).

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

NOTE: The provisions contained in this bulletin may be modified or revoked without notice.

BENEFITS

- Health Coverage: Medical, dental, vision, chiropractic, life insurance (subject to plan limitations and Board Policies)
- Retirement: CalPERS PEPRA 2% at 62, Miscellaneous Retirement Plan (with employer match)
- Deferred Compensation: CalPERS 457 Plan (subject to Board Policies and Employment Contract)
- Leave: Paid time off policy (subject to Employment Contract)

Address

Utica Water and Power Authority
1168 Booster Way
(P.O. Box 358)

Angels Camp, California 95222

Phone

209.736.9419

Website

<https://www.uticawater.com>

Application Process / Tentative Schedule of Activities

Questions can be directed to the Interim General Manager at gm@uticawater.com

Letter of Interest and Resume should be submitted by the closing date to:

Interim General Manager at gm@uticawater.com

Tentative Schedule

- Application Closing Date.....Open Until Filled
- Preliminary Review of Applications Submitted.....September 15, 2025
- Final Review of Applications Submitted.....November 3, 2025
- Selected Candidate Interviews with Panel and Board.....November 25, 2025
- Finalist Interviews if Desired by Board.....November 26 – December 9, 2025
- Background and Reference Check.....November 26 – December 16, 2025
- Contract Negotiations.....December 1 – December 23, 2025
- Final Employment Contract Approval.....December 23, 2025, or January 27, 2026
- Employment Start Date.....Subject to Final Employment Contract Approval

The above Tentative Schedule may be changed without notice as determined by the Board of Directors