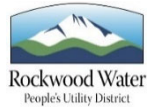


PRESIDENT, Colby Riley
VICE PRESIDENT, Steve Okazaki
SECRETARY, Kathy Zimmerman



TREASURER, Larry Dixon
DIRECTOR, Tom Lewis
GENERAL MANAGER, Brian R. Stahl

**WORK SESSION
ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT
BOARD OF DIRECTORS**

September 10, 2020

7:00 p.m.

Zoom Meeting for All Attendees and Public

Please copy the link below and paste into your web browser to join the meeting:
<https://us02web.zoom.us/j/81809380172?pwd=TEJqelFsOGZhSkNmNEJoODB0b29qZz09>

Passcode: 794523

or join by phone: 253 215 8782

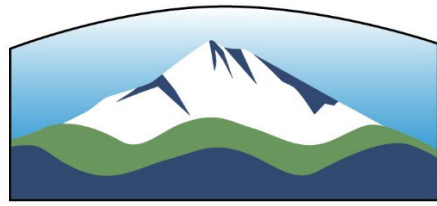
Webinar ID: 818 0938 0172

Passcode: 794523

PRELIMINARY AGENDA

1. Approval of Agenda
2. General Manager Recruitment Packet (need consensus in order to advertise)
 - Job Announcement
 - Recruitment Advertisement (salary range and benefits)
 - District Application Materials (including veteran preference)
 - Supplemental Questionnaire
3. Posting Options
4. General Manager Recruitment Schedule
5. General Manager Recruitment Interview Questions (2016 Interview List)
6. Next Meeting - September 23, 2020 Regular Board Meeting
7. Adjournment

The meeting location is wheelchair accessible. Requests for a sign language interpreter should be made as soon as possible or at least 5 days prior to the meeting. Requests for language interpretation should be made at least 2 days in advance of the meeting. Requests can be made by calling 503.665.4179.



Rockwood Water
People's Utility District

Rockwood Water People's Utility District is seeking
an experienced professional to become the District's

GENERAL MANAGER

Anticipated Hiring Range
\$145,000 to \$165,000 Annually, DOE

OPEN UNTIL FILLED

*First Review of Applicants October 12, 2020.
Please submit application materials at your earliest convenience.*

THE DISTRICT



Rockwood Water
People's Utility District

Rockwood Water People's Utility District is a public utility service incorporated in 1925 as the Rockwood Water District. Facing annexation by the cities of Gresham and Portland, and eventual dissolution, residents voted in 1990 to create a People's Utility District. The District serves over 65,000 residents within an approximately 10 square mile area generally bordered by Division Street to the south, I-84 to the north, 242nd to the east and 135th to the west. The District is within the cities of Portland, Gresham, and Fairview. Water for the District is sourced from the Bull Run Watershed, a surface

water supply within the Bull Run Watershed Management Unit, located in the Mt. Hood National Forest. The District's backup water supply is sourced from the Columbia South Shore wellfield. In addition, the District has its own groundwater supply which can be used for emergencies and is normally used to augment the Bull Run water supply during the peak season and during turbidity events.

District owned infrastructure includes 165 miles of pipe, 13,654 meters, 6 pump stations, 24 pumps, 13 distribution system interties, 1,100 fire hydrants, and 2,500 valves. The District owns five wells, two of which are co-owned with the City of Gresham; the combined capacity of the District's four reservoirs is 19.2 million gallons; and the District's groundwater firm capacity is 15.5 million gallons per day.

Rockwood Water People's Utility District is a self-supporting enterprise, with 2020-2021 fiscal year appropriations of ~\$22,000,000 Million. Most of the District's revenues are generated by water sales and associated services.

The District has paid particular attention toward customer satisfaction, with its first customer attitude survey undertaken in partnership with the Portland State University Research Center in 2013. The results of the survey showed a high level of customer trust in the District, which the District continues to strive to maintain.

Rockwood Water People's Utility District is governed by a five-member Board of Directors, elected by subdivisions, to overlapping four-year terms of office. The Board of Directors establishes policies for the District and its operations and appoints the General Manager, who is charged with administering policies adopted by the Board. The Board meets monthly at the district office, located at 19601 NE Halsey Street in Portland.

THE ORGANIZATION

The District is organized into four units: Business Operations & Customer Service; Operations, Maintenance, & Construction; Accounting; and Engineering. The General Manager's office is charged with leading the District's conservation efforts. District staff operate and maintain the water system; design projects and perform construction management; read meters; bill for service and collect payments; develop budgets, set rates, and account for District finances; and provide service to District customers. The General Manager oversees all staff operations performed by the District's staff of 24 FTEs, approximately 17 of whom are represented by AFSCME.



THE POSITION

The General Manager serves as Chief Executive Officer of the District and is responsible for the administration and implementation of the District's policies and programs as adopted by the Board of Directors. The General Manager serves at the pleasure of the Board of Directors and is responsible to plan, lead and direct the operations of the District in order to ensure compliance with all applicable laws and statutes, District goals and policies, and regulations. The General Manager oversees day to day operations of the District to ensure the provision of high quality, cost effective drinking water service and is accountable for achieving the goals and objectives established by the Board in a manner consistent with Board-adopted policies, mission and values. The General Manager is responsible for District planning, financial management and human resources administration.

Specific duties include:

- Plans, directs and manages all District operations, including water supply and distribution, water quality and regulatory compliance, financial management, budgeting, rate setting, planning, project implementation, human resources, operations and maintenance, safety, asset management, intergovernmental relations, conservation and all District functions.
- Oversees all aspects of human resources management including hiring and firing, disciplinary process, employee evaluations, ensuring compliance with HR policies and the collective bargaining agreement, negotiating as the Board's agent the collective bargaining agreement, payroll, and salary administration.
- Manages the annual budget process including working with the Board to establish goals, objectives and key performance indicators; developing the budget and leading the process through Board adoption; development of rates, charges and fees for service; updating the Financial Plan annually; developing annual revenue and expenditure plans and reporting on status to the Board monthly; ensuring that all financial transactions conform to the Budget, financial plan, and all applicable laws, statutes and regulations.
- Leads and directs the development and implementation of all District planning activities, including: Financial Plan, Master Plan, Water Conservation and Management Plan, Asset Management Plan, Strategic Plan, Capital Improvement Plan, annual District Work Plan, and provides status reports to the Board periodically regarding Plan implementation.
- Ensures all procurements (professional services, materials and services, capital projects) meet applicable statutes, laws, and regulations.
- Represents the District with other governments and stakeholders, including the Regional Water Providers Consortium, Water Managers Advisory Board, Neighborhood Associations, professional associations, State legislature.
- Continuously undertakes organization development activities to improve the efficiency and effectiveness of the District.
- Establishes communication protocols to connect with all District customers and stakeholders such as meetings and outreach, website, brochures, mailers, bill stuffers, newsletters, customer surveys, public meetings, community-televised Board meetings.
- Promotes internal communication, information sharing and employee involvement in problem solving and improvement.
- Ensures the emergency preparedness of the District and fosters and promotes a culture of Safety.
- Monitors and reports District performance on a regular basis.
- Ensures the District has a productive, multi-faceted Conservation program.
- Undertakes analyses for the Board as appropriate.
- Communicates regularly and as needed with the Board of Directors. Ensures the Board is informed about District matters and is prepared with helpful packets prior to Board meetings.

THE IDEAL CANDIDATE



The General Manager must be a visionary, with the ability to facilitate development and implementation of strategic plans based on Board policy direction, and Master and Financial Plans. The position requires superior communication skills with a customer service focus, the ability to build consensus around complex and divisive issues, and the ability to mediate and resolve controversial problems. The General Manager must have a solid understanding of business principles and management practices, and have experience implementing accepted principles and practices of public budgeting and financial reporting. The position is required to build and maintain strong, positive working relationships with the Board of Directors, District staff, the general public, and other agency representatives. The

General Manager must be a good listener with demonstrated success working collaboratively to effectively implement Board goals and policies, and to effectively monitor achievement of those goals. The General Manager must have demonstrated ability to maintain, develop and nurture cooperative working relationships with various government entities, and be visible within the District, with statewide organizations, and with other associations/key partners.

MINIMUM REQUIREMENTS

A typical way to obtain the knowledge, skills and abilities would be:

- A Bachelor's Degree in public administration, business administration, engineering, or related field; **AND** five (5) years' senior management experience.
- *OR*, any equivalent combination of education, training, and/or experience that would likely provide the knowledge, skills, and abilities to successfully perform the essential functions of the position.
- A Master's Degree and experience at a water or public works utility are preferred.

NECESSARY SPECIAL REQUIREMENTS

- Must possess a valid Driver License accepted in the State of Oregon, with an acceptable driving record.
- A background check will be conducted on the finalist for this position.

COMPENSATION & BENEFITS

Rockwood Water People's Utility District offers a generous compensation and benefits package. The anticipated hiring range for this position is \$145,000 to \$165,000 annually, dependent on the experience and qualifications of the successful candidate.

Benefits include:

- Group medical, dental, and vision coverage for employees and eligible dependents
- Participation in the Oregon Public Employees Retirement System (PERS)
- Employer-paid life and long-term disability insurance
- Paid Time Off (PTO)
- HRA VEBA
- Paid holidays

APPLICATION PROCESS

To be considered for this position, please return the following to Rockwood Water People's Utility District:

- A fully completed and signed employment application,
- Cover letter,
- Resume, and
- Answers to the supplemental questionnaire.

*Preference will be given to honorably discharged veterans and disabled veterans of the United States Armed Forces. To receive **veterans' preference**, please complete the veterans' preference form, including attachment of required materials, and submit with your applications materials.*

Interested applicants must submit all application materials to be considered. Visit <https://rwpud.org/employment> for application materials and instructions.

Application materials can be mailed, faxed, or emailed to:

Rockwood Water People's Utility District
19601 NE Halsey Street
Portland, Oregon 97230
Fax: 503.667.5108
bstahl@rwpud.org

Please direct questions about this position to Brian R. Stahl, General Manager, Rockwood Water People's Utility District at 503.665.4179 or bstahl@rwpud.org.

EQUAL EMPLOYMENT OPPORTUNITY: Rockwood Water People's Utility District will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor. **To ensure the broadest range of services to individuals with disabilities, Rockwood Water People's Utility District is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.**



Rockwood Water
People's Utility District



Rockwood Water
People's Utility District

GENERAL MANAGER

Rockwood Water People's Utility District is recruiting for a General Manager. The District offers an excellent compensation and benefits package. The anticipated hiring range is \$145,000 to \$165,000 annually, DOE.

Qualified applicants must have:

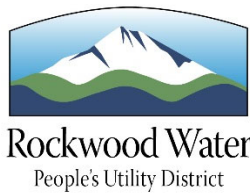
- A Bachelor's Degree in public administration, business administration, engineering, or related field; ***AND*** five (5) years' senior management experience
- *OR*, any equivalent combination of education, training, and/or experience that would likely provide the knowledge, skills, and abilities to successfully perform the essential functions of the position.
- A Master's Degree and experience at a water or public works utility are preferred.

Necessary special requirements:

- Must possess a valid Driver License accepted in the State of Oregon, with an acceptable driving record.
- A background check will be conducted on the finalist for this position.

Recruitment open until filled; first review of applicants October 12, 2020. Please submit application materials at your earliest convenience.

Interested applicants must submit all application materials to be considered. Visit <https://rwpud.org/employment> for a detailed job announcement and application instructions.



19601 NE Halsey Street
Portland, OR 97230-7430
503-665-4179 - Phone
503-667-5108 - Fax
www.rwpud.org

EMPLOYMENT OPPORTUNITY GENERAL MANAGER

Salary Range: \$145,000 to \$165,000 per year, plus benefits.

Recruitment open until filled; first review of applicants October 12, 2020. Please submit application materials at your earliest convenience.

SELECTION PROCESS

Application materials will be evaluated, and qualified candidates will be interviewed. You must have verifiable references with current contact information. If you wish modification of the selection process to accommodate a disability, please make your request in writing and submit it along with the required application materials. All employment offers are contingent upon successful completion of a pre-employment drug screening, background investigation, and verifiable references. Preference will be given to honorably discharged veterans and disabled veterans of the United States Armed Forces. To receive veterans' preference, please complete the veterans' preference form, including attachment of required materials, and submit with your applications materials.

NECESSARY QUALIFICATIONS

- A Bachelor's Degree in public administration, business administration, engineering, or related field; AND five (5) year' senior management experience **OR**
- Any equivalent combination of education, training, and/or experience that would likely provide the knowledge, skills, and abilities to successfully perform the essential functions of the position.

HOW TO APPLY

To be considered for this position, please return submit the following:

- A fully completed and signed employment application
- Cover Letter
- Resume
- Answers to the supplemental questionnaire

Interested applicants must submit all application materials to be considered to:

Brian R. Stahl, General Manager
Rockwood Water People's Utility District
19601 NE Halsey Street
Portland, OR 97230-7430
or fax to 503.667.5108

or email signed and completed documents to: [**bstahl@rwpud.org**](mailto:bstahl@rwpud.org)

Applications materials are available at the District office or visit
[**https://rwpud.org/employment/**](https://rwpud.org/employment/).

JOB DESCRIPTION GENERAL MANAGER

GENERAL

The General Manager serves as Chief Executive Officer of the District and is responsible for the administration and implementation of the District's policies and programs as adopted by the Board of Directors. The General Manager serves at the pleasure of the Board of Directors and is responsible to plan, lead and direct the operations of the District in order to ensure compliance with all applicable laws and statutes, District goals and policies, and regulations. The General Manager oversees day to day operations of the District to ensure the provision of high quality, cost effective drinking water service and is accountable for achieving the goals and objectives established by the Board in a manner consistent with Board-adopted policies, mission and values. The General Manager is responsible for District planning, financial management and human resources administration.

DUTIES AND RESPONSIBILITIES/EXAMPLES OF WORK

1. Plans, directs and manages all District operations, including water supply and distribution, water quality and regulatory compliance, financial management, budgeting, rate setting, planning, project implementation, human resources, operations and maintenance, safety, asset management, intergovernmental relations, conservation and all District functions.
2. Oversees all aspects of human resources management including hiring and firing, disciplinary process, employee evaluations, ensuring compliance with HR policies and the collective bargaining agreement, negotiating as the Board's agent the collective bargaining agreement, payroll, and salary administration.
3. Manages the annual budget process including working with the Board to establish goals, objectives and key performance indicators; developing the budget and leading the process through Board adoption; development of rates, charges and fees for service; updating the Financial Plan annually; developing annual revenue and expenditure plans and reporting on status to the Board monthly; ensuring that all financial transactions conform to the budget, financial plan, and all applicable laws, statutes and regulations.
4. Leads and directs the development and implementation of all District planning activities, including: Financial Plan, Master Plan, Water Conservation and Management Plan, Asset Management Plan, Strategic Plan, Capital Improvement Plan, annual District Work Plan, and provides status reports to the Board periodically regarding plan implementation.
5. Ensures all procurements (professional services, materials and services, capital projects) meet applicable statutes, laws, and regulations.
6. Represents the District with other governments and stakeholders, including the Regional Water Providers Consortium, Water Managers Advisory Board, Neighborhood Associations, professional associations, State legislature.
7. Continuously undertakes organization development activities to improve the efficiency and effectiveness of the District.
8. Establishes communication protocols to connect with all District customers and stakeholders such as meetings and outreach, website, brochures, mailers, bill stuffers newsletters, customer surveys, public meetings, community-televised Board meetings.
9. Promotes internal communication, information sharing and employee involvement in problem solving and improvement.

10. Ensures the emergency preparedness of the District and fosters and promotes a culture of safety.
11. Monitors and reports District performance on a regular basis.
12. Ensures the District has a productive, multi-faceted conservation program.
13. Undertakes analyses for the Board as appropriate.
14. Communicates regularly and as needed with the Board of Directors. Ensures the Board is informed about District matters and is prepared with helpful packets prior to Board meetings.

QUALIFICATIONS

The General Manager must be a visionary, with the ability to facilitate development and implementation of strategic plans based on Board policy direction, and Master and Financial Plans. The position requires superior communications skills with a customer service focus, the ability to build consensus around complex and divisive issues, and the ability to mediate and resolve controversial problems. The General Manager must have a solid understanding of business principles and management practices, and have experience implementing accepted principles and practices of public budgeting and financial reporting. The position is required to build and maintain strong, positive working relationships with the Board of Directors, District staff, the general public, and other agency representatives. The General Manager must be a good listener with demonstrated success working collaboratively to effectively implement Board goals and policies, and to effectively monitor achievement of those goals. The General Manager must have demonstrated ability to maintain, develop and nurture cooperative working relationships with various government entities, and be visible within the District, with statewide organizations, and with other associations/key partners.

EXPERIENCE AND TRAINING

- A Bachelor's Degree in public administration, business administration, engineering, or related field; AND five (5) years senior management experience.
- OR, any equivalent combination of education, training, and/or experience that would likely provide the knowledge, skills, and abilities to successfully perform the essential functions of the position.
- A master's Degree and experience at a water or public works utility are preferred.
- Must possess a valid Driver License accepted in the State of Oregon, with an acceptable driving record.



Rockwood Water

People's Utility District

EMPLOYMENT APPLICATION

Last Name	First Name	Initial	Date of Application
Street Address	City	Zip	Date Available
Residence Telephone	Alternate Telephone	Expected Pay Rate	

IMPORTANT: Any applicant providing unrequested information on this application, or on any attachments or supporting documents will automatically be disqualified from consideration.

IMPORTANT: Applicants with disabilities may request any reasonable accommodation necessary to complete this application or to take any test required for the position for which the applicant has applied, by making a request at the time of application or testing.

EQUAL EMPLOYMENT OPPORTUNITY. It is our Policy to seek and employ the best qualified personnel and to provide equal opportunity for the advancement of employees and to administer all of our personnel policies in a manner that will not discriminate against any person because of race, color, religion, age, sex, marital or veteran status, national origin, ancestry, disability, on-the-job injuries, sexual orientation, source of income, or any other legally protected status unless it is a bona fide occupational requirement reasonably necessary to the operation of our business.

Have you ever worked for us before?

___ Yes ___ No

Are you 18 years of age or older?

___ Yes ___ No

Position (s) Applied For:

1. _____
2. _____

When are you available to work? (We will attempt to reasonably accommodate employees who require certain hours or days off because of religious beliefs or practices.) – Check shifts and days you can work.

___ Days ___ Swing ___ Graveyard ___ Rotating

___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat ___ Sun

If you are hired, are you prepared to present evidence within three days of beginning work showing that you are legally authorized to work in the United States?

___ Yes ___ No

RELATIVES/FRIENDS: Qualified relatives/friends are eligible for employment except in unusual situations where we need to avoid possible conflicts of interest. Do you have any relatives/friends (such as roommates) who currently work for us?

___ Yes ___ No

If yes, state name(s): _____

QUALIFICATIONS: Please list any education, training and/or specialized experience (such as schools; colleges; degrees; licenses; vocational, technical or military experience; hobbies, etc.) you feel would help you perform the work for which you are applying:

DEGREES, LICENSES, RELEVANT EDUCATION OR TRAINING

WHERE DID YOU ACQUIRE IT
(Name/address of school, program, military branch and specialty, etc.)

IN CASE OF EMERGENCY NOTIFY: Name

Address

Telephone Number

EMPLOYMENT EXPERIENCE: Please account for all periods of employment <i>by month/year</i> , including any self-employment and U.S. military service. (Attach another sheet if more space is needed.)			
Present or Last Employer Phone		Hire Date Date Left	
Address Supervisor	Job Title/Job Duties		Reason for Leaving
Present or Last Employer Phone		Hire Date Date Left	
Address Supervisor	Job Title/Job Duties		Reason for Leaving
Present or Last Employer Phone		Hire Date Date Left	
Address Supervisor	Job Title/Job Duties		Reason for Leaving
Present or Last Employer Phone		Hire Date Date Left	
Address Supervisor	Job Title/Job Duties		Reason for Leaving

VERIFICATION AND SIGNATURE:

1. I authorize the investigation of all matters, which the District deems relevant to my qualifications for employment, including all information given in this application and in any attachments, supporting documents or interviews. I authorize you to request and receive such information and I release from all liability any persons (such as current or former supervisors, coworkers, etc.), employers, or other entities (schools, etc.) supplying it. I also release you from all liability, which might result from making the investigation.
2. I certify that all of the information given in this application and in any attachments, supporting documents or interviews is (or will be) true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission, as well as any misleading statements or omissions, generally will result in denial of employment, withdrawal of any offer of employment, or immediate termination, regardless of when and how discovered.
3. I understand that I may be required to submit to pre- or post-employment physical or other professional examinations, medical inquiries and/or urinalysis tests for the presence of drugs and/or alcohol. IMPORTANT: This means that with very few exceptions- for example, operations located in states where it may not be lawful – an employee will be required to submit to testing in several different circumstances. *Ask to see copies of our applicant and employee alcohol and drug policies if you have any questions.* I agree to such examinations, inquires and/or testing at the District's expense. I authorize release of the results to the District and their use to evaluate my suitability for employment. I also release the District from all liability arising out of or connected with any examinations, inquiries and/or testing.
4. I understand that I may resign or be terminated, without cause or notice, at any time, unless otherwise stated in a collective bargaining agreement or a written employment contract. I also understand that only the Board of Directors will ever have the authority to agree to any other terms and/or to enter into such agreements or contracts, and that all such agreements (collective bargaining agreements or agreements for other terms of employment) or contracts must also be in writing and signed by both parties. I also understand that unless otherwise stated in a collective bargaining agreement or a written employment contract, the District may change, withdraw and interpret other policies (including wages, hours and working conditions) as it deems appropriate.
5. This application will only be considered active for sixty (60) days. I understand that if I have not been contacted by the District within the sixty (60) days and that if I still want to be considered for employment, I will need to reapply and complete a new employment application.
6. I understand and agree that if I am hired the statements in these paragraphs will become a binding part of my employment relationship. I have read each of these statements. I have also reviewed all of the information provided in this application and in any attachments or supporting documents. ☐ Yes ☐ No

Signature _____ Date _____

Rockwood Water People's Utility District

Veterans' Preference Form

Under Oregon law, veterans who meet minimum qualifications for a position may be eligible for employment preference. If you think you may qualify, please read the following checklist carefully. Check the box for each item that is appropriate. If you need further explanation or have special circumstances, please call Rockwood Water at (503) 665-4179.

This completed form and the required documentation must be submitted to Rockwood Water at the time you submit your application materials.

A. QUALIFIED VETERAN QUESTIONS: You may claim veterans' preference if you check at least one of the boxes below and provide proof of eligibility by submitting a copy of your DD-214 or 215.

ORS 408.225(f)

- ☐ I served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions; or
- ☐ I served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions; or
- ☐ I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability; or
- ☐ I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs; or
- ☐ I served on active duty with the Armed Forces of the United States for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; or
- ☐ I received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or
- ☐ I am receiving a nonservice-connected pension from the United States Department of Veterans Affairs.

"Active duty" does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

B. QUALIFIED DISABLED VETERAN QUESTIONS: You may claim additional employment preference if you can check at least one box in the section below and provide proof of eligibility by submitting both of the following documents:

1. A copy of your DD-214 or 215, Certificate of Release or Discharge, Copy 4, and
2. A public employment preference letter from the United States Department of Veterans Affairs. To order the letter, call 1-800-827-1000 and request a public employment preference letter.

ORS 408.225(c)

- ☐ I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- ☐ I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- ☐ I was awarded the Purple Heart for wounds received in combat.

I hereby claim veteran's preference and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification or dismissal, regardless of when discovered.

Print Name

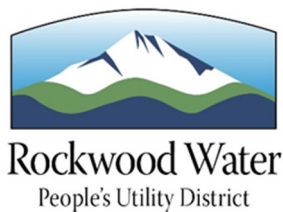
_____-_____-_____
Social Security Number

Signature of Applicant

Date

ORS 408.225-230

Preference will not be awarded without the appropriate documentation. You must submit your DD-214 or 215 in all cases. If you are claiming disabled veteran preference you must also submit the public employment preference letter from the Department of Veterans Affairs. You will not receive preference without these accompanying documents.



GENERAL MANAGER RECRUITMENT

SUPPLEMENTAL QUESTIONNAIRE

Applicant Name:

1. Describe your experience directing the operations of a drinking water utility or similar operation?

2. Rockwood Water PUD is a self-supporting, regulated enterprise supported solely by non-tax revenue generated through rates, fees, and charges for service. Describe your experience managing a similar enterprise.

3. Please provide an example of your experience developing and analyzing policy and developing effective long range plans for a water or similar utility.

4. Describe your experience developing and maintaining effective interpersonal relationships with employees, Boards, customers, and other internal and external stakeholders. Please provide a specific example(s).

5. Describe your previous experience managing employees and administering human resources programs and policies in a unionized environment.



Rockwood Water
People's Utility District

19601 NE Halsey Street
Portland, OR 97230-7430
503-665-4179 - Phone
503-667-5108 - Fax
www.rwpud.org

MEMORANDUM

To: Board of Directors

From: Brian R. Stahl, General Manager

Date: August 27, 2020

Re: General Manager Recruitment Work Session September 10, 2020
Advertisements/Postings

ADVERTISE:

1. American Water Works Association Pacific Northwest Section website
2. American Water Works Association website Career Center job listings
3. Special Districts of Oregon website
4. Oregon Association of Water Utilities
5. State of Oregon Employment Division Worksource Oregon/iMatch Skills

OTHER:

1. Correspondence from Brian R. Stahl to other utilities, districts, cities, consulting firms, etc.
2. District website Employment page
3. District Facebook page

MEMORANDUM

To: Board of Directors

From: Brian R. Stahl, General Manager

Date: August 31, 2020

Re: General Manager Recruitment Schedule

The Board has a couple of options to explore related to the replacement of the General Manager. Two options are provided below as a framework for discussion:

Option 1 Internal Appointment

The Board has the option of allowing a potentially viable internal candidate the ability to perform the functions of the General Manager for a determined period of review (possibly 6 months) and upon review, make a determination whether to make the appointment permanent or to perform a recruitment externally.

As I related on my discussions with each of you about my retirement, the success of the District is critical to me. The District needs a 'present' General Manager. I offer my service after retirement, if the Board desires, to provide input, advocacy, or advice to the District until such time as the advice or input is no longer desired.

Option 2 Recruitment

The schedule below provides a recruitment schedule which would allow for the advertisement, application process, interview, offer before the end of calendar year 2020 and a start date at the beginning of 2021.

Advertisement	September 11, 2020
Application Due Date (4 weeks)	October 12, 2020
Application Review (2 weeks)	October 12 - 23, 2020
Interviews (3 weeks)	October 26 to November 13, 2020
Candidate Selection/Background Check (2 weeks)	November 16 - 27, 2020
Employment Offer (1 week)	November 30 to December 4, 2020
Start Date (4 weeks)	January 4, 2021

Rockwood Water People's Utility District
General Manager Recruitment
Interview Questions

Applicant Name: _____

Date: _____

Interviewer Name: _____

Question 1: Please describe how your previous experiences and career goals make you a strong candidate for the District's General Manager position, including the reason you are interested in working for the District in this capacity.

Notes/Comments:

Score (1-5): _____

Question 2: What significant operational challenges have you encountered and successfully overcome in a previous management position?

Notes/Comments:

Score (1-5): _____

Rockwood Water People's Utility District
General Manager Recruitment
Interview Questions

Applicant Name: _____

Question 3: The District has a significant fiduciary responsibility to efficiently manage and safeguard the District's financial resources, and comply with State laws. Please describe how you have successfully managed a large budgetary and financial management program in the past.

Notes/Comments:

Score (1-5): _____

Question 4: Describe your experiences working with a Board to develop & establish budgets, goals, objectives and key performance indicators. Please describe any challenges you encountered and how you resolved them.

Notes/Comments:

Score (1-5): _____

Rockwood Water People's Utility District
General Manager Recruitment
Interview Questions

Applicant Name: _____

Question 5: Rockwood Water, like other similar utilities, develops and regularly updates long-range plans. Inherent in this work is analysis of the policies on which the plans were based. Please provide an example of your experience developing and analyzing policies, while developing long-range plans that may include rate increases.

Notes/Comments:

Score (1-5): _____

Question 6: Please describe your successes and failures in employing strategies to promote effective communications including:

- Internal information sharing,
- Employee involvement in problem solving, and
- Community outreach.

Notes/Comments:

Score (1-5): _____

Rockwood Water People’s Utility District
General Manager Recruitment
Interview Questions

Applicant Name: _____

Question 7: Do you have any questions for us?

Notes/Comments:

Score (1-5): _____

General Overview:
Communicated effectively: Score (1-5): _____
Professional presentation: Score (1-5): _____