



General Manager Recruitment Process

Organizational Personnel & Technology Committee
Item 7-4
January 11, 2021

Current Action

- Approve Job Description, Recruitment Brochure and Outreach Plan for General Manager Recruitment

Board Approved Process

- ✓ Step 1 and 2 – Completed
- Step 3 – OP&T Committee works with executive search firm to
 - Update job description for General Manager
 - Create recruitment brochure/executive profile based on input from Board of Directors, survey and stakeholder engagement discussions
 - Develop an outreach plan
 - Board approves updated job description, brochure and outreach plan

Job Description vs. Recruitment Brochure

- Job Description is a high-level description of expectations and responsibilities
 - Specific goals and objectives established via:
 - General Manager business plan
 - Approved budget
 - General Manager performance goals
- Recruitment Brochure/Executive Profile defines leadership core competencies used to:
 - Identify, screen and evaluate candidates
 - Inform and guide recruitment strategy

Job Description

- Final draft job description has incorporated edits from Human Resources and Board to:
 - Update education and experience requirements
 - Add additional responsibilities
 - Update desirable qualifications
 - Update performance categories
- Board letter Attachment 1 and Attachment 2 show the edited and final version of job description

Recruitment Brochure/Executive Profile

- Designed to advertise the position and attract potential candidates
- Drafted to describe:
 - Metropolitan as an organization
 - The role of the position
 - Challenges/expectations expected in the first year
 - Key qualities desired in ideal candidate



Recruitment Brochure/Executive Profile

- Board letter Attachment 3 is final draft recruitment brochure
 - Text only format – graphics and color will be added once approved
 - Incorporates Board of Directors input and stakeholder engagement



Stakeholder Engagement Completed

- MWD Board of Directors – One-on-one virtual meetings
- MWD Executive Leadership Team – One-on-one virtual meetings
- Collective Bargaining Groups – One-on-one virtual meetings
- Employee Resources Groups – One-on-one virtual meetings
- MWD Member Agency Managers – One-on-one virtual meetings
- Metropolitan employees – on-line survey
- Community organizations – on-line survey
- Environmental Groups – on-line survey
- Water Coalitions – on-line survey
- Retail water agencies – on-line survey
- Public/Town Hall meetings – open for any and all to participate
 - Held on November 19th and 21st



Outreach Plan

- Board letter Attachment 4 is outreach plan listing initial sources to advertise General Manager position
- Additional sources and outreach to candidates will occur as the process proceeds
- Goal is to:
 - Ensure diverse and qualified candidates are sought and encouraged to apply



Board Option

- Option #1
 - Approve the revised General Manager job description, recruitment brochure and outreach plan

- Option #2
 - Do not approve recommended action

Staff Recommendation

- Option #1

