



**PURISSIMA
HILLS** EST. 1955
WATER DISTRICT

General Manager

The **General Manager** is the District's Chief Executive Officer, reporting to the Board of Directors and overseeing all operations, staff, and services. This leader guides long-term planning, manages budgets and infrastructure, and represents PHWD in the community and with partner agencies—ensuring the continued delivery of safe, reliable water.



Mission Statement:

The mission of Purissima Hills Water District is to provide a safe and reliable water supply to its residents in Los Altos Hills, while also promoting water conservation and responsible resource management.

LEARN MORE ABOUT THE DISTRICT:

[District Website](#) • [Annual Financial Report](#) • [Capital Improvement Summary 2025](#)

The District

Purissima Hills Water District (PHWD) is a Special District dedicated to providing safe, reliable drinking water to approximately 6,400 residents and 10 institutional customers in Los Altos Hills. The District's water is purchased from the San Francisco Public Utility Commission (SFPUC), which collects and stores pristine rain and snowmelt from the Sierra Nevada Mountains. This supply is known for its high quality and naturally soft characteristics; no groundwater is delivered to PHWD customers.



PHWD is governed by a five-member elected Board of Directors and led by a General Manager. The District's daily operations are supported by a small but dedicated team of two office staff and four field crew members. Together, they ensure dependable water delivery and system reliability for the community.

PHWD has deep roots in Los Altos Hills. In the early 1950s, area residents—facing drought and inadequate private wells—organized to create a dependable water source. Following community collaboration and engineering studies, the District was officially incorporated on April 26, 1955. Since then, PHWD has steadily expanded its infrastructure to meet the needs of a growing community.

From its beginnings as a grassroots effort to secure a reliable water supply, PHWD has grown into a vital public utility with a proud history of service. The District remains committed to delivering high-quality water, maintaining modern infrastructure, and supporting the needs of the Los Altos Hills community for generations to come.



The Position

The General Manager serves as the Chief Executive Officer of the Purissima Hills Water District (PHWD), providing strategic leadership and operational oversight for all District functions. Reporting directly to the Board of Directors, the General Manager is responsible for implementing Board policy, managing day-to-day operations, and ensuring the reliable delivery of high-quality water service to the community.

This role requires a dynamic leader who can balance administrative management with visionary planning. The General Manager oversees a talented team of staff, directs the preparation and administration of the District's budget, manages infrastructure and capital improvement projects, and ensures compliance with local, state, and federal regulations.

The General Manager also represents the District in a wide range of external relationships; serving as liaison to intergovernmental partners, regulatory agencies, community groups, and the public, while fostering collaboration and promoting PHWD's mission.

The position affords many opportunities and challenges—one of which will be the opportunity to get in on the ground floor with interested stakeholders in creating and executing new policies around water source availability for multi-family development.





Key Responsibilities:

- » Provide overall leadership and direction for District operations, programs, and a small lean staff of eight—five in Operations and three in Administration.
- » Invest in team's growth through ongoing training, mentorship, and career advancement opportunities—fostering a culture of engagement and long-term retention.
- » Advise and support the Board of Directors on policy, financial, and operational matters.
- » Oversee development and implementation of the District's goals, objectives, and long-term plans.
- » Manage budgets, capital improvement programs, infrastructure maintenance, and water system operations.
- » Represent the District in labor relations, legislative affairs, and community engagement.
- » Cooperate and collaborate with neighboring and regional agencies, including the Town of Los Altos Hills, the Bay Area Water Supply & Conservation Agency (BAWSCA) and its member agencies, the San Francisco Public Utilities Commission (SFPUC), and local water districts.
- » Ensure compliance with all applicable laws, codes, and regulations.
- » Build and sustain relationships effectively.

This is a highly visible and rewarding leadership opportunity for an experienced professional who thrives in a collaborative, service-oriented environment. The General Manager will play a critical role in guiding the future of the District and ensuring the continued delivery of safe, reliable water to its residents.

■ Ideal Candidate

The next General Manager will be a proven leader who inspires collaboration and works closely with staff and the Board to address challenges while maintaining the financial stability of the Purissima Hills Water District. A compassionate yet business-minded professional, this individual will model fiscal responsibility, guide responsible capital improvement planning and implementation, and serve as a respected leader both within the District and among regional partners.

Successful candidates will value relationship-building, excel at communication, and demonstrate the ability to engage positively and effectively with the Board, employees, customers, and business partners.

Key competencies for the General Manager:

Water Expertise

- » Knowledge of current water distribution policies and practices, with foresight for long-term planning as a wholesale customer in a regional supply system.
- » Leadership during emergencies and experience with water shortage contingency planning.
- » Understanding of conservation strategies, consumption data, customer outreach, and emerging technologies.

Leadership

- » High integrity, fairness, and diplomacy with excellent interpersonal skills.
- » Ability to foster collaboration and maintain strong working relationships with the Board, staff, customers, and regional partners.
- » Comfortable navigating complex strategic issues and leading through change.

Financial Acumen

- » Strong understanding of governmental accounting.
- » Experience developing and managing Operating and Capital budgets.
- » Proven leadership in contract negotiation and management.

Employee Development

- » Skilled in motivating, mentoring, training, and evaluating staff.
- » Promotes teamwork, collaboration, and a positive workplace culture.

Process Improvement

- » Seeks best practices across industries and public agencies.
- » Brings creativity and vision in addressing unique and complex challenges.
- » Focused on driving long-term organizational success.

Education and Experience:

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

- » Equivalent to graduation from a four-year college or university with major coursework in business or public administration, engineering, finance, public policy, management, or a related field (or a combination of education, training, and/or experience that provides the same knowledge and skills typically gained through completing a four-year degree)

AND

- » Seven (7) years of management or administrative experience in a public agency setting, preferably in the water industry.

A Master's degree is desirable. Experience working with an elected Board or Council is desirable.

■ Compensation

The annual salary for the General Manager goes **up to \$273,000** dependent upon experience and qualifications. Annual salary includes an attractive employee benefit package that includes:

- » **RETIREMENT:** CalPERS 2% @ 60 formula for Classic Employees; or 2% @ 62 formula for PEPRA Employees
- » **MEDICAL/DENTAL/VISION:** 100% covered by District for employee and dependents
- » **EAP:** 100% covered by District for employees and dependents
- » **SHORT- AND LONG-TERM DISABILITY:** 100% covered by District for employee
- » **LIFE INSURANCE:** Equal to annual salary, up to \$200,000 for employee
- » **HOLIDAYS:** 13/annual
- » **SICK LEAVE:** 80 hours/annual
- » **VACATION:** 200 hours/annual
- » **457(b) PLAN:** Voluntary; Employer match negotiable
- » **401(a) PLAN:** Currently under review
- » **RETIREE MEDICAL:** None presently, but currently under review





■ Application And Selection Procedure

This position is open until filled. To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports, and two colleagues) by the first resume review date of **November 17, 2025**.

Resume should reflect years and months of employment, beginning/ending dates, as well as size of staff and budgets you have managed.

Please go to our website to submit your application: <https://www.cpshr.us/recruitment/2533>

For further information contact:

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