



**Encina Wastewater  
Authority**

invites your interest in the  
position of

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# ASSISTANT GENERAL MANAGER

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**\$238,946 - \$310,626 ANNUALLY**

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## ABOUT US WHO WE ARE

The Encina Wastewater Authority (Encina) is a public joint powers authority located in North San Diego County. Founded in 1961, Encina provides regulated and wastewater treatment services to approximately 380,000 residents and industrial users in a 123-square mile service area. Encina accomplishes this through the operation, maintenance, and administration of the Encina Water Pollution Control Facility (EWPCF) on behalf of its six (6) Member Agencies: The City of Carlsbad, The City of Vista, Buena Sanitation District, Vallecitos Water District, The City of Encinitas, and Leucadia Wastewater District.

Encina is a model of excellence and innovation. Encina has received over 40 awards for organizational excellence and innovation over the past decade. This reflects the competence of Encina's highly qualified, trained, and certified workforce.

Encina has long been a leader in the wastewater industry while still remaining within the industry standards for cost of service. Encina was one of the first in the nation to adopt a cogeneration model back in the 1980's, one of the first in the state and nation to adopt a heat dryer model, and one of the first in the nation to use beer waste as a power generation source in 2017. Because of Encina's unique approach within the industry, it provides exceptional value for its member agencies and ratepayers.

### OUR CORE VALUES

We are guided in our daily decision making by these core values:



### WE STRIVE TO BE AN EMPLOYER OF CHOICE

We are committed to excellence, and our employees demonstrate this by delivering high standards of performance.

"Together, we are a model of excellence and innovation" isn't just a tagline at Encina - it's the commitment we've made to each other and to the communities we serve. We strive to honor our core values of safety, teamwork, integrity, responsibility, and respect to ensure a positive, collaborative, and supportive work environment for all employees.



## POSITION & IDEAL CANDIDATE

The Assistant General Manager is a key member of the General Manager's Executive Management team. The person hired for the position will assist the General Manager in the timely execution of Encina's tactical and strategic plans and oversight of operational, regulatory, technical, and administrative activities. The Assistant General Manager will provide leadership to Department Directors, establish management and operational standards, procedures and controls, and ensure risk management and regulatory requirements are met. They will plan, direct, organize, and oversee activities including identifying and effectively resolving issues within the organization; support the development of the annual budget and oversee conformity and compliance according to regulations and requirements.

***The most successful candidate will possess and demonstrate many of the following personal and professional attributes:***

- Strong management and leadership skills.
- A strong sense of character with uncompromising ethics and values, including honesty and integrity.
- The ability to foster a culture that supports open communication, and promotes ownership around problem-solving and non-conventional thinking that results in innovation.
- The ability to listen, be empathetic and communicate effectively, both orally and in writing.
- The ability to be courageous and tackle issues in a solution-oriented manner.
- The ability to thrive in a fast-paced environment with a strong work ethic.
- Experience in fostering excellent relationships with outside agencies.
- An approachable and engaging leadership style for staff members.
- A strong customer service approach.
- The ability to be diplomatic and demonstrate political acumen while staying actively attuned to the community's interests and concerns.
- A team approach to accomplishing goals and objectives.
- Significant experience in managing high level and high profile projects, and conducting organizational management analyses.

*For a more extensive list of duties, please see the job description on Encina's website. For additional information on strategic initiatives, please see the 2025 Tactical Plan and the Fiscal Year 2025-26 budget.*



## BENEFITS

# WHAT'S IN IT FOR YOU?

**Purpose:** Help protect public and environmental health for generations to come.

**Salary:** The compensation for this position is dependent on qualifications and experience. The annual salary range is \$238,946 to \$310,626.

**Retirement:** Encina participates in the California Public Employees' Retirement System (CalPERS). Classic PERS members have a 2.7% @ 55 formula. New CalPERS Members participate in the 2% @ 62 formula. Encina participates in Medicare but does not participate in Social Security.

**Health Benefits:** Encina participates in CalPERS Health and maintains an IRS Section 125-compliant Cafeteria Plan. For calendar year 2025, employees receive 90% of the sum of the average cost of premiums for all medical plans offered by Encina. This average is calculated for each dependent category. An opt-out is also an option.

**Leave Benefits:** Vacation is accrued in accordance with tenure ranging from 80 hours per year to 160 hours per year. Encina also provides 10 fixed holidays plus 2 Floating Holidays (16 hours) per fiscal year. This position will be provided with 48 hours of exempt leave each calendar year. Employees accrue 96 hours of sick leave per year.

**Deferred Compensation:** Encina offers an optional 457 deferred compensation plan. Encina will match contributions up to 4% of the employee's annual base salary, up to Social Security annual salary contribution maximum.

**Life Insurance:** Encina provides a life insurance policy in the amount equal to 1 times an employee's annual salary up to a maximum of \$500,000.

**Tuition Reimbursement:** Encina provides tuition reimbursement up to \$4000 per fiscal year for approved courses. Employees also have the option to participate in an Accelerated Courses Program.

## MINIMUM QUALIFICATIONS

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying:

**Education:** Graduation from an accredited four-year college or university with a bachelor's degree in finance, accounting, engineering, environmental science, public administration, business administration or related discipline. A master's degree is highly desired.

**Experience:** Ten years of progressively responsible senior executive-level management experience in the operation and maintenance of a public utility or an equivalent combination of training and experience.

**Licenses and Certifications:** Possession of a valid California Class C Driver's License and the ability to maintain insurability under Encina's vehicle insurance program.

## HOW TO APPLY

A completed application is required. A resume, cover letter to include the reasons of interest, and five references are strongly encouraged. **References will not be contacted without notification to you in advance.** All materials must be submitted through Encina's online application process powered by NeoGov and Governmentjobs.com in order to be considered for the position. Encina will not accept incomplete applications. A resume does not take the place of a fully completed application.

This position is  
**OPEN UNTIL FILLED**

First review of applications will be on  
January 12, 2026.

This recruitment will be handled with strict confidentiality. The Human Resources Manager is the sole contact for this recruitment. Confidential inquiries are welcomed to Donna Hernandez at 760-707-4998.