



OPERATIONAL AND INFORMATION  
TECHNOLOGY MANAGER  
**CENTRAL LAKE COUNTY  
JOINT ACTION WATER AGENCY**



# OPERATIONAL AND INFORMATION TECHNOLOGY MANAGER CENTRAL LAKE COUNTY JOINT ACTION WATER AGENCY (CLCJAWA)

## POSITION IN BRIEF

The Central Lake County Joint Action Water Agency (CLCJAWA) is seeking a motivated, curious, and skilled professional to serve as the next Operational and Information Technology Manager (OT/IT Manager). This role is crucial in shaping the strategic direction of OT/IT infrastructure at their esteemed water treatment plant. The OT/IT Manager will provide leadership and direction for the administration, planning, budgeting, and operations of IT. This position reports directly to the Operations Director; there is considerable independence in planning, scheduling, and utilization of equipment and contractors. The position coordinates OT and IT contractors while performing considerable monitoring and maintenance of the OT system to assure CLCJAWA achieves its mission of efficiently meeting the drinking water quality and quantity needs of our member communities. As CLCJAWA's Representative, this position will be responsible for managing significant IT and OT system updates.



## THE ORGANIZATION

The Central Lake County Joint Action Water Agency (CLCJAWA), based in Lake Bluff, IL, is an award-winning drinking water treatment agency serving 14 member communities and over 285,000 residents in Lake County, Illinois. This unique intergovernmental cooperative agency owns and operates a completely independent water system using Lake Michigan water as the source. You'll be joining a dedicated organization with a workforce of 26 team members.

Located on 27 acres in Lake Bluff, the Paul M. Neal Water Treatment Facility serves as the headquarters for CLCJAWA administration, operations, maintenance, and laboratory staff, as well as the water treatment processes. The organization prides itself on its commitment to customer service, a safety culture and teamwork. Staff are collaborative and interactive with strong interdepartmental relations.

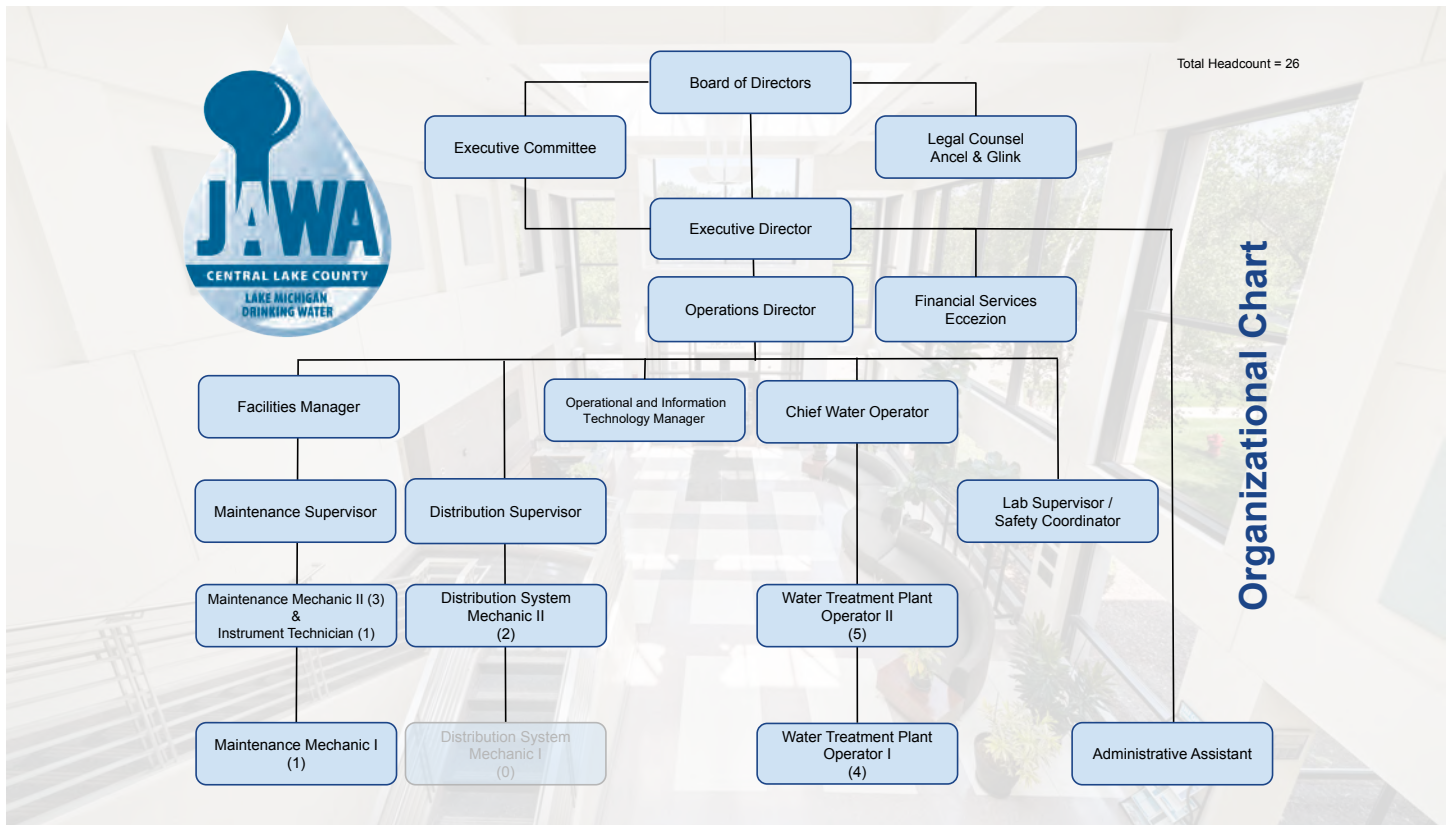
CLCJAWA is the third largest Lake Michigan water treatment system in Illinois and the first new water treatment facility constructed along Lake Michigan in more than 40 years. The system was designed and constructed to include redundancy of equipment and facilities in order to ensure continued production of drinking water, even under emergency conditions

like power outages. Since the original construction, several improvement projects have been completed, increasing system capacity, service area and reliability along with enhancing water quality.

CLCJAWA's member agencies include 14 diverse communities across Lake County, each contributing to and benefiting from our shared commitment to reliable, high-quality water service. Together, they ensure that the needs of the region's residents, businesses, and institutions are met with efficiency and dedication.

CLCJAWA is run by a Board of Directors. Each member community selects a Director and an Alternate Director to serve on the Board of Directors. Each appointment is for a two-year term. The Board of Directors then appoints the following officers: Chair, Vice-Chair, Treasurer, and Secretary.

An executive committee is appointed to aid the Board of Directors in agency matters. The members of the Executive Committee review administrative and operational issues on behalf of their member communities and make the appropriate recommendations to the Board of Directors.




## CURRENT MEMBER COMMUNITIES INCLUDE:

1. Lake County Public Works (Vernon Hills, Wildwood, Grandwood Park, Fox Lake Hills, Knollwood)
2. Village of Grayslake
3. Village of Gurnee
4. Village of Lake Bluff
5. Village of Lake Villa
6. Village of Lake Zurich
7. Village of Libertyville
8. Village of Lindenhurst
9. Village of Mundelein
10. Village of Round Lake
11. Village of Round Lake Beach
12. Round Lake Park and Round Lake Heights
13. Village of Volo
14. Village of Wauconda

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## WE VALUE:

- Accuracy, consistency, and quality
- Continuous improvement and employ practices and technologies based on science
- Honesty and integrity in all of our relationships
- The confidence and trust placed in us and will endeavor to be recognized as an active, cooperative, and expert drinking water resource
- Our employees and want to attract and maintain a qualified workforce by providing a safe, competitive, and rewarding work environment
- The input received by our member communities and seek to incorporate their needs into our current and future operations
- The environment and recognize the inseparable link between our natural resources and plentiful, safe drinking water
- The importance of financial stewardship and strive to accomplish our mission in a cost-conscious manner



**CLCJAWA Vision:** The Agency strives to be the best conventional water treatment plant in the United States.

**Mission Statement:** The Agency's purpose is to efficiently meet the drinking water quality and quantity needs of our member communities.

## **THE POSITION**

This position is available following the retirement of a long-serving and valued team member with 30 years of service. This is an exciting opportunity to shape the long-range strategic direction of OT/IT infrastructure and design. You'll have the ability to make a meaningful impact on the reliable delivery of high-quality drinking water through the management of cutting-edge technology systems.

In FY2025, the OT/IT Manager oversees a nearly \$350,000 operations and maintenance budget; this position also contributes guidance in the development and management of a Fixed Asset Replacement/Repair budget in the amount of approximately \$5M in expenditures. The OT/IT Manager reports directly to the Director of Operations.

General responsibilities encompass a wide range of functions, including planning, budgeting, procuring goods, and managing contractors, consultants, and vendors, along with processing invoices. This role also involves overseeing and participating in design, planning, construction consulting, commissioning, training, and updating record drawings for various projects. Key coordination tasks include managing technology updates, maintenance, repairs, and projects between staff and contracted service providers. Additionally, the role provides system support by troubleshooting, repairing, programming, configuring, and testing systems as needed to ensure optimal operation. Cybersecurity responsibilities involve planning, managing, and overseeing a robust cybersecurity program to maintain secure and stable IT and OT systems, coordinating tests, and managing a comprehensive disaster recovery plan with secure backup systems.

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### **OPERATIONAL TECHNOLOGY (OT)**

This role involves monitoring and maintaining OT systems, as well as managing the OT contracted service provider to handle complex tasks such as maintenance, troubleshooting, calibration, programming, and system administration. Key systems under the OT scope include Supervisory Control and Data Acquisition (SCADA) Process Control Systems, Programmable Logic Controllers (PLCs), Human Machine Interface (HMI) computer workstations, and Remote Telemetry Units (RTUs). Additionally, the role encompasses oversight of Building Automation Systems (BAS), including Heating, Ventilation, and Air Conditioning (HVAC), Lighting Control Systems, Access Control Systems (ACS), and Closed-Circuit Television (CCTV). Additionally, this role will be responsible for developing and maintaining strategic plans, system drawings, and inventory for replacement parts and consumables.

### **INFORMATION TECHNOLOGY (IT)**

The Information Technology (IT) responsibilities include supervising and directing the IT contracted service provider, who delivers a range of critical services. These services encompass IT equipment procurement; inventory, monitoring, maintenance, updates, and backups for the IT environment's hardware and software; and customer service help desk support. Additionally, the IT function involves assisting in the planning and budgeting of IT-related equipment and activities, as well as overseeing the procurement and maintenance of specialty software and web-based applications.

### **VOICE AND DATA COMMUNICATIONS**

The Voice and Data Communications responsibilities include maintaining data communication systems, protocols, wired and wireless network systems, and radio telemetry through service agreements with communications service providers. This role also involves managing Voice over Internet Protocol (VOIP) phone services, ensuring internet connectivity to and between facilities, and overseeing Point-to-Point (P2P) communications between facilities.



## THE IDEAL CANDIDATE MUST HAVES

- Must possess a minimum of five years of experience, ideally in water/wastewater or industrial plant operations.
- A bachelor's degree in Operational Technology, Automation, Controls Engineering, or a related field.
- Proven expertise in IT and OT systems, cybersecurity, project management, and system integration.
- Thorough knowledge of instrumentation and control systems used in water/wastewater or similar processes and their components including PLC control systems, servers/workstations, SCADA systems, Human Machine Interface software, networking and network switches and firewalls.
- Ability to read and understand complex IT and OT systems drawings.
- Familiarity with industrial control applications including event logging, domain controllers, network behavior anomaly detection, PLC programming and HMI programming.
- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of colleagues, Board members, and the general public.
- Exceptional verbal and written communication skills to effectively explain technical concepts to non-technical stakeholders.
- Must be a team player with the ability to work collaboratively to build strong partnerships and achieve common goals.
- Knowledge of basic accounting and fiscal management practices.
- Understanding of hazards, appropriate precautionary measures and OSHA safety requirements.
- Must possess a valid Illinois Driver's License.



## PREFERRED QUALIFICATIONS

- Possesses experience in managing and providing IT/OT oversight to multi-disciplinary divisions.
- Demonstrates a consistent record of translating vision into execution and have a high-level of comfort working with ambiguity or uncertainty.
- Knowledge of contract management and vendor relationships.
- Ability to analyze complex technical data and draw sound conclusions.
- Ability to maintain collaborative effective working relationships with colleagues and vendors.
- Ability to work with senior management to identify business opportunities and achieve successes through effective employment of technology.
- International Society of Automation Certified Automation Professional (CAP) certification is a plus.

## COMPENSATION AND BENEFITS

The salary range for this position is \$106,000 - \$136,000 +/- DOQ . Residency in Lake County is not required. CLCJAWA offers a highly competitive benefits package that includes full health-insurance and dental-insurance benefits with base employee coverage fully funded; CLCJAWA assumes 80% of the difference in cost for family coverage; flexible paid time off and 8 national holidays; complimentary group term life insurance coverage in the amount of \$50,000; option to participate in deferred compensation plan; and Illinois Municipal Retirement Fund (IMRF) pension eligibility.

## HOW TO APPLY:

Apply online at [www.GovHRjobs.com](http://www.GovHRjobs.com) with a resume, cover letter and contact information for five professional references. Applications will be reviewed on a rolling basis until the position is filled, with best consideration given to those submitted by February 28, 2025. Confidential inquiries may be directed to Ashley Eccles, MGT Senior Consultant, or Don Carlsen, Authorized Independent Executive Recruiter at 847-380-3240.

*The Central Lake County Joint Action Water Agency is an Equal Opportunity Employer*



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