



CRESCENTA VALLEY WATER DISTRICT REGULATORY AND PUBLIC AFFAIRS MANAGER JOB POSTING

SUMMARY DESCRIPTION

The Regulatory and Public Affairs Manager position is multi-disciplinary and creates synergies through a range of responsibilities primarily comprised of water quality management, regulatory compliance, water conservation, and public affairs. This position carries a high level of responsibility and requires a person who can work creatively, resourcefully, and independently. They will understand and demonstrate management and leadership principles, including being deliberate about teamwork and professionalism, being flexible and a good listener, and being able to express ideas and exercise good judgement in analyzing situations and making decisions. They will have the strong technical and interpersonal skills and experience necessary to lead and manage the Strategic Plan goals and objectives of the District, upholding CVWD's values statement, promoting communication and collaboration across departments, and developing staff.

Under general supervision of the General Manager, the Regulatory and Public Affairs Manager is an exempt position that has the ability to effectively represent the District in all matters from community workshops and regional meetings to local media and emergency events. The following duties are typical for this classification.

- Build, implement, and provide training and leadership;
- Represent the District as its primary public information contact;
- Follow regulatory and legislative proposals and make recommendations to staff and the Board of Directors regarding pending regulations/legislation, which could impact the District;
- Develop and maintain active relationships with regional, state, and federal regulatory agencies;
- Communicate and manage the activities and standards required to ensure water quality and compliance;
- Manage the District's water conservation efforts and programs;
- Coordinate with the System Operations Department to schedule sample collection, update/comply with permit provisions and blending plans, perform statistical review and analysis of field data and laboratory results, and resolve water quality problems;
- Manage the District's public outreach efforts, including program development;
- Ensure NPDES and other permit requirements are met;
- Prepare and submit all reports and presentations to relevant stakeholders, including regulatory agencies, customers, staff, other agencies, and the Board of Directors;
- Provide customer service and guidance as it relates to compliance and public affairs; and
- Carry duties out with considerable independence within the framework of CVWD's policies and values statement.

A complete detailed job description is available on the District's website at –
<https://www.cvwd.com/employment>

DESIRABLE QUALIFICATIONS

The successful candidate will reflect the District's core values as shown in the Strategic Plan. In addition, the following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully contribute to the District's mission and vision.

Experience, Education, Licenses: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be considered qualifying. A typical way to obtain the knowledge and abilities would be:

- **Education:** Bachelor's degree in public policy, data science, chemistry, environmental science, management science, communications, public administration, or related field. Desirable – Master's Degree in a closely related field.
- **Experience:** A minimum of five (5) years of experience in public administration, communications, environmental studies, data science, and/or policy research and/or development. Experience related to the water and/or wastewater industry is a plus.
- **Driver License:** Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.
- **State Resources Control Board, Division of Drinking Water - Water Treatment and Water Distribution Operators Certificates:** Possession of Water Distribution Certificate - D2 or higher and/or possession of a Water Treatment Certification - T2 or higher preferred.

SALARY AND BENEFITS

- Expected salary range is \$108,526 - \$145,318
- Comprehensive Medical (Anthem Blue Cross HMO+1)
- District-provided term life insurance and long term disability insurance coverage
- PERS retirement plan
 - 2%@55 for Classic members (District pays **both** Employer portion and Employee portion)
 - 2%@62 for PEPRA members
- 10 days of vacation to start, 11 sick days, 3 floating holidays, 7 administrative days, 12 holidays
- Vehicle stipend of \$300/month
- \$3,000 annual medical reimbursement plan
- \$300 annual wellness reimbursement
- 9/80 workweek schedule
- Optional deferred compensation plans
- Education reimbursement program

FILING DEADLINE

Friday, August 18, 2023, at 4:00pm. Position open until filled. Please send cover letter, resume, and a completed District application form to employment@cvwd.com or deliver to the District's main office at 2700 Foothill Blvd. La Crescenta, CA 91214. Application forms are available online at the District website www.cvwd.com/employment or at the main office.

Resumes will not be accepted in lieu of District application forms. An Equal Opportunity Employer