



CRESCENTA VALLEY WATER DISTRICT

REGULATORY AND PUBLIC AFFAIRS MANAGER

JOB DESCRIPTION

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.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Build, implement, and provide training and leadership for processes that promote efficacy and efficiency for the position's primary areas of focus: water quality; public affairs; conservation; and regulatory affairs;
- Represent the District as its primary public information contact, including developing and maintaining regular contact with media outlets and community groups serving the District's service area;
- Follow regulatory and legislative proposals and make recommendations to staff and the Board of Directors regarding pending regulations/legislation, which could impact the District's operations;
- Develop and maintain active relationships with regional, state, and federal regulatory agencies;
- Specify and communicate the activities and standards required to ensure water quality;
- Coordinate and ensure progress of internal activities required to ensure water quality and compliance;
- Manage the District's water conservation efforts, including development and deployment of conservation programs, water-use audits, and field inspections;
- 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 and emergencies;
- Manage the District's public outreach efforts, including program development;
- Oversee consultants in project execution;

- Ensure NPDES and other permit requirements are met through implementation of plans and related programs;
- 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.

OTHER DUTIES AND FUNCTIONS

- Accurately assemble and interpret water quality and other data and regulations
- Maintain and track all active permits, licenses, certificates, and other regulatory requirements;
- Select and manage a variety of consultants;
- Develop and deploy public outreach materials such as email alerts or internal/external newsletters
- Coordinate events such as internal trainings or community events;
- Assist in preparing detailed annual department budgets and collaborate with managers for review, approval and subsequent budget monitoring;
- Select and/or manage a variety of software platforms;
- Supervise, manage, train, evaluate, and otherwise develop staff with direct and indirect reporting relationships;
- Develop databases and processes that ensure efficacy, efficiency, and operational resiliency and implement across various departments;
- Develop and implement Strategic Plan goals;
- Develop and QA/QC project plans and specifications;
- Perform complex ad-hoc analyses and other assignments as directed by the General Manager; and
- Other duties as assigned.

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.

Knowledge of:

- Principles and practices of leadership, management, and staff development;
- Water quality standards;
- Lab qualifications and sampling methods;
- Principles and practices of water conservation;
- Principles and practices of risk management;
- Fundamental concepts of regulatory compliance;
- Rules and regulations of regulatory agencies;
- Principles and practices of public relations and customer service;
- Database development and management;

Ability to:

- Be an Effective team member and communicator who contributes constructively and cooperatively to solve project or team issues while working collaboratively on multi-disciplinary teams;
- Manage and supervise staff with direct and indirect reporting relationships in executing Strategic Plan goals and objectives;
- Identify project and program needs and exercise initiative in carrying out assignments;
- Practice a high level of attention to detail in technical writing and project management skills, including technical document review, QA/QC experience, and compliance report writing;
- Represent the District with a combination of transparency, diplomacy, persuasiveness, discretion, and tact, as appropriate;
- Build complex processes and implement effectively across various departments and functions;
- Develop and maintain good working relationships with other agencies and stakeholders;
- Understand and interpret water quality and production data and arrange remediation or advocate results and/or approaches with regulatory agencies as appropriate;
- Adjust workload changes to meet deadlines using best practices for organization, planning, and time management;
- Negotiate effectively with agencies, consultants, contractors, the public, and other stakeholders on behalf of CVWD;
- Effect sound project management that holds vendors to agreed-upon contracts;
- Demonstrate flexibility in considering approaches to various issues;
- Handle complex or technical customer inquiries, including communication with the public regarding constructions projects, water quality issues, wastewater issues, and District events;
- Effectively lead and collaborate in a team environment and amongst multiple stakeholders;
- Make effective presentations;
- Use or learn a variety of software from basic applications to CRMs, water quality databases, and publishing tools, preferably with an aesthetic sense;
- Comply with, promote, and enforce CVWD's values statement.

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. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. 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.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Environment: Standard office setting; exposure to computer screens; extensive interaction with District staff and the general public. 10% to 20% work time spent outside and exposed to the sun.
- Physical: Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.
- Hearing: Hear in the normal audio range with or without correction.

The District is an Equal Opportunity Employer.