



CRESCENTA VALLEY WATER DISTRICT

Water Resources & External Affairs Specialist

(Internal Recruitment)

SUMMARY DESCRIPTION

Under supervision of the Water Resources & External Affairs Manager, the Water Resources & External Affairs Specialist (WREA) assists in planning, organizing, and directing the work related to identifying, pursuing, and implementing water resources initiatives, public information, community relations, governmental affairs, regional and other partnerships, water conservation program development and implementation, and grant management. The WREA will also participate actively in customer service activities for ongoing context within efforts pertaining to external affairs and conservation. The WREA will carry duties out with considerable independence within the framework of CVWD's policies, values statement, and GM expectations.

REPRESENTATIVE DUTIES

- **Strategic Planning:** Assist in developing and monitoring short and long-term goals for water resources, public relations, and conservation.
- **Program Management:** Develop and implement programs, grants, and partnerships; provide leadership and training. Assist in providing grant identification, pursuit, and post-award maintenance.
- **Community & Government Relations:** Create and distribute media materials, manage inquiries, and represent the District in external affairs.
- **Customer Service:** Provide input and support maintaining customer service standards. Provide support responding to and resolving difficult and sensitive customer inquiries.

LICENSES/CERTIFICATES:

- Possession of a CA State Class C driver's license.
- Possession of a D1 and/or T1 certificate issued by the State Water Resources Control Board is desirable.

EXPERIENCE AND EDUCATION:

Any combination of equivalent experience and/or education that provides the required knowledge and abilities would be considered qualifying. A typical way to obtain the knowledge and abilities would be:

- **Experience:** A minimum of three (3) years of experience in public affairs, including one (1) year for public water and/or wastewater systems.
- **Education:** Bachelor's degree in communications, water technology, management science, public administration, or related field.

BENEFITS

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| • Salary range is \$77,868 – \$104,664. | • Comprehensive Medical (Anthem BC HMO + 1), |
| • 12 Paid Holidays and 3 floating holidays | Dental, and Vision insurance plans |
| • 9/80 Workweek | • CalPERS Pension |
| • \$300 annual wellness stipend | 2%@55 for Classic Members |
| • 88 hrs Sick Leave and 80 hrs Vacation Accrual | 2%@62 for PEPRA |

How to Apply

To be considered, please submit a resume and completed employment application available at www.cvwd.com/employment, where a complete job description is available. Applications can be hand delivered or sent to employment@cvwd.com. The filing deadline is November 14, 2024 at Noon.