



State & Federal Contractors Water Agency

Executive Director

JOB SUMMARY

This position is responsible for the leadership and management of the State and Federal Contractors Water Agency (SFCWA) in achieving the agency's mission and strategic goals consistent with its implementing policies, managing its assets and resources, and directing all administrative, operational, and financial activities consistent with policies established by the Board of Directors.

OVERSIGHT

Serves at the pleasure of and receives direction from the SFCWA Board of Directors.

JOB DUTIES

- Approves special studies, reports, and documents for submission to the Board of Directors with recommendations for policy determination. Makes presentations and recommendations to the Board of Directors as required to seek authorization for policy recommendations and to advise them of ongoing activities and programs.
- Implements policies, sets standards and procedures, and administers activities to ensure that they comply with applicable laws, regulations, agency policies, and procedures.
- Develops the preparation of the annual review and update of the agency's strategic plan for Board consideration.
- Based on annual strategic plan updates, presents the annual budget for Board consideration and adoption, and monitors approved expenditures within the organization to ensure the most efficient use of resources and adherence to established guidelines.
- Represents the State and Federal Contractors Water Agency's interests as directed by the Board in hearings or meetings with various natural resource management agencies, regulatory agencies, state and local governments, and outside interests.
- Directs the implementation of strategic responses to meet the mission statement and strategic plan objectives consistent with implementation strategies. Develops and monitors short- and long-range plans to ensure the mission and objectives are appropriately addressed and managed.
- Oversees the development and implementation of changes in organization, staffing, and technology to ensure effectiveness and efficiency, and to minimize operational costs.
- Oversees staff, including the selection of employees, work assignments, training and development, performance evaluations, and building a motivated, effective team to ensure that organizational goals for diversity, career development, productivity, performance management, and employee

involvement are met. Provides for the maintenance of up to date employment policies through the Employee Manual.

- Directs the ongoing operations, administration and business activities to assure coordinated, reliable, and efficient business systems, and management strategies.
- Serves as the State and Federal Contractors Water Agency's primary point of contact for business, including media, interested agencies, non-governmental organizations and all other inquiries.
- Responsible for the preparation of Board action and information packets for monthly Board meetings as well as timely preparation and posting of meeting notices and recording of minutes.
- Responsible for keeping the Board informed of issues related to the agency and of interest to its members.
- Performs other related duties as required.

EMPLOYMENT STANDARDS MINIMUM QUALIFICATIONS

Education and Experience: A bachelor's of degree from an accredited college or university in natural, physical science or social science including but not limited to Water Resource Management, Civil Engineering, Hydrology, Environmental Science, Biological Science, Geography, Environmental Management, Public Administration or Business Administration. Ten years increasingly responsible relevant experience in natural resources administration and policy affairs. Experience in managing professional staff and technical consultants and consulting contracts, stakeholder-based negotiations, staff and organizational development and labor negotiations, and as a spokesperson and primary point of contact for print and electronic media.

The Board of Directors reserves the discretion to evaluate and weight the above criteria in totality for any given candidate pool.

Required Knowledge of: principles of business and public agency management.

Required Skills and Abilities to: formulate and implement strategies, programs, policies, procedures; effectively articulate and implement organizational goals and objectives; prepare and deliver clear, concise, and well-organized presentations to management, employees, agencies, the Board of Directors, the media, and the public; effectively interface with external governmental and regulatory agencies, high-level officials, and the general public; and effectively negotiate with interested agencies and non-governmental organizations.

CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS

A valid California Class C Driver License; may be provided post-hire.

DESIRABLE QUALIFICATIONS

A graduate degree in natural or physical sciences, public administration, business administration or law. Knowledge of water California water resource management challenges including operational practices of the State and Federal Water Projects. Experience managing scientific research and publication within

peer reviewed scientific journals. Experience in capital project development, including habitat and environmental restoration work. Operational familiarity with MS Office programs.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Described here are representative of those that must be met or may be encountered by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job functions.

Physical Demands: Light

Work Environment: Primarily an indoor work environment typical of an office setting. The work environment may include some exposure to outside elements. May travel to various sites by commercial carrier or personal vehicle and require overnight stay.

Compensation and Benefits: Compensation and total benefit package to be negotiated commensurate with qualifications and consistent with executive level compensation within California public water agencies.

Basic Benefits include:

- Health insurance: 80% funded by agency for individual or family insurance
- Dental Insurance: agency funded
- Vision Insurance: agency funded
- Retirement Plans: CALPERS Classic (employee contribution payed by agency) or PEPRA; PEPRA employees (those not currently CALPERS active members) pay 6.5% of salary towards benefit.
- IRS 457b deferred compensation available – employee contribution only. SFCWA does not participate in Social Security but does participate in Medicare.
- Vacation: 15 days, plus additional day per year of service after 10 years of service, up to maximum of 20 days per year. 1.54 hours biweekly of Administrative Leave with accrual maximum of 120 hours as an Exempt Employee (non-overtime).
- Holidays: 13 paid holidays, plus two floating holidays
- Other benefits: (Sick leave, bereavement leave, jury duty etc. governed by Employee Manual)

Term of Employment: This is an at-will position, serving at the pleasure of the Board of Directors.

APPLICATION PROCESS:

Send a cover letter and resume to: State and Federal Contractors Water Agency
1121 L Street, 806
Sacramento, CA 95814

Applications accepted through **February 13, 2017**