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THREE VALLEYS MUNICIPAL WATER DISTRICT

Chief Water Resources Officer **\$135,235 – \$216,376/annually (DOQ)**

Closing date – Thursday, April 11, 2019

Applications Accepted will be Limited to the First 50 Received

ABOUT THE DISTRICT: Three Valleys (the District) is a government agency that was formed by a vote of the people in 1950. It is one of the 26 member agencies of the Metropolitan Water District of Southern California (MWD) that is authorized to deliver wholesale water supplies from the Colorado River and northern California. The District gets its name from the three areas that it serves: the Pomona, Walnut and East San Gabriel Valleys. There are 14 cities and water agencies that are within the District's service area, which covers an area of 133 square miles and a population of 525,000. The District's annual budget is about \$64 million, with most of the total involved in the purchase and sale of water. A publicly elected, seven-member Board of Directors presides over the District.

ABOUT THE POSITION: The Chief Water Resources Officer will participate in all water resource related internal and external meetings and strategy sessions and work directly with all member agencies and Metropolitan Water District of Southern California on water resource related issues, activities and transactions. The Chief Water Resources Officer will manage and coordinate all water resource related studies including the management of District's water supply portfolio and the forecasting of groundwater extractions and replenishment obligations and all surface water as well as develop plans for long-term water supply reliability. In addition, the Chief Water Resources Officer will oversee and manage the District's capital improvement program. The position will work a weekly 4-10 schedule with Friday/Saturday/Sunday as the normal off days. Periodic OT may be required. This is a FLSA exempt position, subject to an introductory period of six months. The position reports to the General Manager.

THE IDEAL CHIEF WATER RESOURCES OFFICER: The ideal candidate will enjoy working in a smaller environment with a supportive and professional team of coworkers. They will be self-initiated, self-reliant, and possess broad skills in the field of business administration and clerical support. They will readily take ownership of assignments, have a sense of humor, be dedicated to their chosen field and be willing to do whatever it takes to get a job done. They will show respect for all business contacts, even those with differing views and abilities. They must enjoy the excitement of working with multiple tasks and show good judgment in prioritizing assignments.

TYPICAL DUTIES: Responsible for engineering, planning, design, construction and inspection of District water facilities, including oversight of consulting engineers and supervision of technical staff; administers agreements, programs and contracts; analyzes District's water resource portfolio; forecasts groundwater and surface water needs, manages all Watermaster related accounting and reporting, and plans for long-term reliability; and provides a variety of engineering professional support to the Board of Directors, General Manager; and other duties as required. See Chief Water Resources Officer job description for a more detailed list of duties.

POSITION QUALIFICATIONS AND REQUIREMENTS: Requires 7 years of increasingly responsible experience in water supply planning and management, preferably in a special district, government or public agency. Bachelor's degree in a related field is required; Registration as a California Professional Engineer in Civil Engineering is preferred, but not required; must have a valid California Class "C" driver's license.

DISTRICT BENEFITS: Three Valleys offers an excellent benefits package, including PERS 2% @62 retirement (2% @55 for PERS Classic employees), medical (90%-100% District-paid premiums for employee/dependents), dental and vision (100% paid premiums), medical reimbursement, life insurance, 96 hours of sick leave per year, 80 hours of vacation leave per year, 12 annual paid holidays. A 457-matching retirement plan, flexible spending plan, AFLAC supplemental insurance, tuition reimbursement plan, computer loan program and credit union services are also offered for voluntary participation.

Filing Procedure and Deadline: Applicants may obtain an application packet by visiting our website at www.threevalleys.com or calling 909-621-5568. Application may be submitted via email to: khowie@tvmwd.com, in person, or by sending to: Three Valleys MWD, Attn: Kirk Howie, 1021 E. Miramar Ave, Claremont, CA 91711. A completed District application must be submitted in order to receive consideration. **Applications must be received by 5:00pm on Thursday, April 11, 2019.**

NOTE: The information contained in this job announcement is in abbreviated form. This is NOT an offer of employment and is NOT a complete list of the terms and conditions which affect District employment. Persons selected for employment will be required to pass a medical examination. They will also be required to present documents establishing personal identity and the legal right to work in the United States. Employment is contingent upon the successful completion of this process.