



*The Upper San Gabriel Valley
Municipal Water District Announces
an Employment Opportunity as*

COMMUNITY AND GOVERNMENT AFFAIRS REPRESENTATIVE



UPPER SAN GABRIEL VALLEY
MUNICIPAL WATER DISTRICT

The Upper San Gabriel Valley Municipal Water District is seeking a highly motivated, enthusiastic, and creative professional to become the District's new *Community and Government Affairs Representative*.

THE DISTRICT

The Upper San Gabriel Valley Municipal Water District (Upper District), incorporated in 1959, covers approximately 144 square miles and includes all or parts of 22 different cities and portions of unincorporated Los Angeles County with more than 950,000 residents. The Upper District partners with many public and private entities to provide a sustainable, high quality water supply to residents and businesses within the greater San Gabriel Valley. Consistent with its motto of "Where Solutions Flow," the Upper District is widely recognized for its customer service orientation, community involvement, and creativity in promoting water quality, water recycling, and water conservation.

A five-member Board of Directors representing five geographic divisions within the Upper District's boundaries governs the District. The General Manager of the District is appointed by the Board of Directors and serves as the Chief Executive Officer. The District's Mission is:

- ◆ *Provide a reliable supply of high quality drinking water at the lowest possible cost.*
- ◆ *Provide a drought-proof and economical supply of recycled water for industrial and irrigation uses.*
- ◆ *Provide and complete projects that aggressively advance water use efficiency throughout the San Gabriel Valley.*

The Upper District is managed by an experienced Management Team with expertise in operations, engineering, finance, water resources management, the law, and government and community affairs. With a \$21.2 million fiscal year 2013-2014 operating budget and 10 highly dedicated employees, Upper District's future is very bright and full of exciting challenges and opportunities.

THE POSITION

The Community and Government Affairs Representative is appointed by the General Manager and reports to the Director of Community and Government Affairs. The Community and Government Affairs Representative performs professional activities in support of the District's public affairs, community education and outreach, governmental relations, legislative affairs, media relations and education programs.



RESPONSIBILITIES

The Community and Government Affairs Representative represents the District at community meetings/events and city council meetings, serves as a liaison to the community and other water utilities and districts, manages professional services contracts, coordinates special events, and conducts sensitive outreach with stakeholders. In addition, the Community and Government Affairs Representative is responsible for developing a variety of multi-media materials and other services for use in public information programs; supports the dissemination of information and materials to cities and local water utilities pertaining to new and/or revised water-related legislation; participates in planning and coordinating activities with cities, local purveyors, industry associations and regulatory agencies; and develops effective professional relationships with key staff of elected officials and business and civic leaders to establish mutually beneficial working relationships.

QUALIFICATIONS

Candidates must have education and experience equivalent to a Bachelor's Degree in marketing, journalism, communications, public administration, public policy, business administration or a closely related field, and two years of experience in public/business administration, and knowledge of office procedures, pertinent Federal, State and local codes and laws, and the practice of distributing information for mass media.

The ideal candidate will be familiar with the principles and techniques of effective public communications, public relations, news media communications, and community outreach and be able to plan, coordinate and organize effective outreach and promotional activities. In addition the ideal candidate will have experience working with elected officials; be able to establish and maintain effective and professional relationships within the organization, the community, and other stakeholders; and be comfortable working in a diverse multi-cultural environment.

PERSONAL CHARACTERISTICS

In addition to the qualifications described above, the Community and Government Affairs Representative will be:

- ◆ A self-starter.
- ◆ Professional.
- ◆ A strategic partner.
- ◆ A good communicator.
- ◆ Creative and resourceful.
- ◆ Thorough.
- ◆ Ethical and trustworthy.
- ◆ Customer service oriented.
- ◆ Politically sensitive but apolitical.

SALARY AND BENEFITS

Annual Salary: \$61,824 to \$81,660, Depending on Qualifications.

The Upper San Gabriel Valley Municipal Water District also offers an excellent and competitive benefits package that includes:

- ◆ CalPERS Retirement Plan.
- ◆ 13 paid holidays.
- ◆ Paid vacation.
- ◆ Sick Leave.
- ◆ Bereavement Leave.
- ◆ Medical insurance for employees and qualified plan participants.
- ◆ Reimbursement for out of pocket medical expenses up to \$2,500 per year per qualified participant.
- ◆ Educational Assistance.
- ◆ Reimbursement for dental, vision and hearing expenses up to \$2,500 per year per qualified participant.
- ◆ Retired District Employee Health, Dental, Vision and Hearing benefits after 10 years or more of continued service with the District and age 55.
- ◆ Deferred Compensation available.
- ◆ Tuition Reimbursement.
- ◆ Mileage Reimbursement.



EQUAL OPPORTUNITY EMPLOYER

The Upper San Gabriel Valley Municipal Water District is an equal opportunity employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, marital status, age, disability, or veteran's status.

APPLICATION PROCESS

An application package consisting of two (2) copies of your resume with a signed cover letter outlining qualifications, an RJA supplemental questionnaire, and a list of five (5) professional references is required for consideration. A supplemental questionnaire can be obtained by calling RJA at (626) 447-3318 or through our website. Completed application packages should be sent to:

Dr. Richard Garcia, President
RJA Management Services, Inc.
2719 So. Mayflower Ave., Suite A
Arcadia, CA 91006
EOE

www.rjamanagement.com

All application materials must be received by May 3, 2013.

Following the filing date, application materials will be screened against the criteria in this brochure and preliminary interviews will be scheduled with candidates having the most relevant qualifications.

ADDITIONAL INFORMATION

Additional information about the Upper San Gabriel Valley Municipal Water District can be obtained on the District's website: www.usgvmwd.org

