



**1521 I Street
Sacramento CA**

POSITION: EXECUTIVE DIRECTOR

The CVP Water Association (Association) represents the interests of approximately 300 agricultural and municipal districts, agencies and communities that are located in the Central Valley of California (from Redding to Bakersfield) and have contracts with the Bureau of Reclamation for water deliveries from the federal CVP. Annually, these contractors use their CVP water to irrigate 2-3 million acres of farmland and to meet the water needs of over 1 million households. The Association has over the years worked to preserve and protect its members CVP contractual water supplies and ensure that those water supplies remained reliable, of good quality and affordable. Since 2008, the Association's primary focus has been on close engagement and representation related to the CVP's complex financial management. The Executive Director, works closely with the Association's active Financial Affairs Committee, comprised of member entity financial experts.

THE POSITION

The Executive Director is appointed by, reports to and serves at the will of the Association's Board of Directors. S/he plans, organizes, prepares analyses / reports, and reviews and evaluates the activities and operations of the Association, advises the Board, and works closely with its members while also engaging external agencies, stakeholders, and federal and state agencies as necessary and appropriate.

Under general guidance from the Board of Directors, the Executive Director implements Board policies and is responsible for the development of strategies, budgets, collection of member's annual assessments/dues, and the overall administrative and financial management of the Association. As necessary, the Executive Director represents the Association before external organizations, including other water districts/agencies, governmental agencies, private entities, the media and general public. The Executive Director's responsibilities also include working on a variety of complex financial, managerial and technical matters related to

the CVP, primarily involving the Bureau of Reclamation (Reclamation), Western Area Power Administration (WAPA) and the U.S. Fish & Wildlife Service.

Included therein are a wide variety of special studies, projects, reports and analyses including, but not limited to, the following:

- (1) analyzing financial matters related to the CVP including current, prior, and out-year water and energy rates; Reclamation's ratesetting policies and procedures, O&M budgets and appropriations, cost allocations and reimbursable cost determinations, contractor deficit and capital repayment amounts; and, CVP Improvement Act (CVPIA) Restoration Fund collections, budgets, and expenditures
- (2) providing leadership and support to the Association's Executive Committee (EC) and Financial Affairs Committee (FAC) as well as preparation of monthly summary reports on EC and FAC activities and/or status reports on financial activities of interest
- (3) reviewing and commenting on new and/or revised Reclamation Manual Directives and Standards with particular focus on actual and potential financial impacts on the CVP and,
- (4) assisting Association members with their financial relationship with Reclamation and other related agencies

Note: Potential applicants should not be deterred by a lack of experience in these areas, as the EC and FAC members will be available and accessible to provide counsel and advice.

In addition, the Executive Director serves as Secretary to the Board of Directors, directs the preparation of the Board agenda packet, prepares the minutes and performs related duties as assigned. S/he also, as needed, manages consultants. The Executive Director is the Association's only employee and s/he is expected to develop and maintain a positive, professional image for the Association.

Once remote meetings due to COVID-19 are no longer best practice, this position will require regular and intermittent attendance at numerous meetings with Reclamation, WAPA and others which are primarily located in the Sacramento metropolitan area. While it is conceivable a remote living situation might be accommodated, that should not be considered a likely outcome by applicants.

THE IDEAL CANDIDATE

The Association seeks an engaging, forward thinking, articulate and motivated leader, who is comfortable in a self-directed environment for its Executive Director position. The candidate should possess strong personal initiative, organization, communication and interpersonal skills, and an understanding of the unique politics associated with CVP water resources management, supply, infrastructure, finances, and operations. S/he will be an experienced consensus builder and savvy leader who embraces challenge, is accountable and is comfortable working in a complex public service organization. In addition, this individual

will have demonstrated experience in successfully developing and managing project schedules, budgets and financial accountings.

The new Executive Director will:

- Possess the ability to assist the Board in understanding and acting on complex CVP issues
- Stay on top of trends and issues that may affect Association members and provide timely information to the Board
- Candidly discuss difficult issues with the Board, provide unbiased data and analyses, and present options
- Be a diplomat, who develops and maintains positive working relationships with external agencies with which the Association interacts, including the Department of Interior, Reclamation, Fish & Wildlife Service, WAPA, California Department of Water Resources and others
- Have a strong background in problem solving and negotiations, be skilled in building effective partnerships, and have the ability to quickly respond to changing situations and circumstances
- Be a person of exceptional integrity, confident, and self-assured yet facilitative rather than confrontational in nature
- Have superior oral and written communication skills
- Skilled in word processing and spreadsheet software applications

EDUCATION AND EXPERIENCE

Any combination of equivalent education and experience that has led to the acquisition of the knowledge required by the position is acceptable, but an applicant should be able demonstrate:

- Equivalence to graduation from an accredited college or university with major work in accounting, finance, or business administration; and,
- At least five years of responsible administrative, managerial or professional experience in accounting/auditing/budgeting.

Knowledge of CVP financial and operational issues is desirable.

COMPENSATION

The anticipated annual salary range for this position is \$108,000 to \$135,000. Placement within this range will be dependent on qualifications and experience.

The Association offers an excellent benefits package including paid vacation, holidays, sick and personal leave, medical, dental, life insurance and a deferred compensation plan.

Details are available upon request.

HOW TO APPLY

Filing Deadline: 5:00 PM, September 30, 2020

Following the closing date, resumes will be screened with reference to the desired qualifications outlined above. The most qualified candidates will be invited to interview remotely via an internet based meeting portal. References will be requested from recommended finalists.

We reiterate that the “ideal candidate” described above is just that. A candidate who meets a significant portion of the desired criteria, but who may not have a high level of experience or knowledge specifically related to the CVP should not be deterred from submitting a resume if they otherwise have a strong interest in the position. The Association recognizes the uniqueness and complexity of the position and the reality that the successful candidate will not necessarily be a CVP expert on day one.

Please send resume electronically to Larry Bauman at lbauman@cypwater.org and feel free to call him at 916-448-1638 for assistance or questions.