

great water.
great people.

Special Assistant IV (Public Relations and Community Outreach)
\$154,980 - \$223,872 Annually

Send written correspondence to:
East Bay Municipal Utility District
Human Resources Department
Attn: Sandra Chiu
375 11th Street, MS #603 · Oakland, CA
94607-4240

All applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or veteran status.

Printed on New Leaf Reincarnation Matte, designated Ancient Forest Friendly and milled with electricity that is offset with Green-e® certified renewable energy certificates, 100% recycled fiber and 50% post-consumer waste, and processed chlorine free.



East Bay Municipal Utility District (EBMUD), headquartered in Oakland, CA, is seeking an energetic professional to manage a staff of 11 in EBMUD's Communications Division which handles EBMUD's media and community relations.

THE DISTRICT

The East Bay Municipal Utility District is a public utility formed under California's Municipal Utility District (MUD) Act. EBMUD supplies water and provides wastewater treatment for parts of Alameda and Contra Costa counties in the East San Francisco Bay Area. EBMUD's water system serves approximately 1.4 million people in a 332-square-mile area; the wastewater system serves approximately 650,000 people in an 88-square mile area.

Headquartered in Oakland, EBMUD is governed by a seven-member Board of Directors elected from wards within the service area. The Board determines overall policies, which are then implemented under the direction of the Board-appointed General Manager.

EBMUD is governed by "civil service" merit-based rules set forth in the MUD Act, along with relevant employment laws, union contract requirements, and other EBMUD policies and procedures.

EBMUD is the West's largest independently operated water utility and a recognized water and wastewater industry leader with an annual operating budget of \$607 million, a capital improvement budget of \$419 million and approximately 2,000 employees.

THE EAST BAY

The East Bay climate is sunny with moderate temperatures, encouraging residents to pursue outdoor activities throughout the year. The marinas along San Francisco Bay offer outstanding sailing, boating and fishing. The East Bay has convenient access to the natural beauty and recreational resources of Northern California from the Pacific coastline to the Sierra Nevada Mountains.

The Oakland/San Francisco Bay Area boasts a wide variety of cultural attractions including theater, excellent restaurants, ballet, opera and museums. Sports enthusiasts have the opportunity to enjoy professional baseball, football and basketball teams, as well as many college events in the East Bay and San Francisco.

ABOUT THE POSITION

The Special Assistant IV (Public Relations and Community Outreach) reports to the General Manager and is part of the General Manager's 15 member senior executive team that is responsible for the overall leadership of the organization. This high profile position manages EBMUD's long-range public information program and community outreach efforts.

Responsibilities include, but are not limited to:

- Effectively communicating EBMUD policies, priorities, and plans to customers, employees, the public, the media, legislators, environmental organizations and decision-makers;

- Proactively identifying issues that could hinder successful implementation of EBMUD's policies and plans;
- Collaborating with other EBMUD management staff to plan public information and communication strategies and supporting their communications with the General Manager and the Board;
- Leading, coordinating and participating in the development and evaluation of alternative policy recommendations on a broad range of issues;
- Planning, organizing and directing public affairs activities;
- Leading diverse, interdisciplinary teams from multiple departments in completing sensitive projects involving broad public and community group interests;
- Serving as a key contact to respond to customer and constituent issues conveyed by Board members, and coordinating with other departments to gather the necessary information to do so;
- Coordinating the development, communication, implementation and monitoring of new programs and processes;
- Drafting communications and presentations for the Board and General Manager in support of EBMUD priorities;
- Serving on EBMUD's Policy and Emergency Operations Teams during an emergency; and
- Working closely with the Customer and Community Services Department to inform communications with customers and constituents.

The ideal candidate will demonstrate:

- Exceptional writing, proofreading and editing skills with the demonstrated ability to prepare a quality work product with minimal lead time for broad and diverse audiences;
- Excellent organizational and planning skills as well as superior project management and time management skills;
- Strong leadership and supervisory skills, with experience bringing a diverse team together to achieve a high level of effectiveness, performance and satisfaction;
- Effective interpersonal and communication skills with experience in working with a wide variety of people, agencies, and political boards;
- Commitment to working actively and cooperatively in a team environment;
- Creative and positive results-oriented attitude with excellent problem solving skills;
- High standards of personal/professional ethics and integrity aligned with EBMUD's core values;
- Innovation and a willingness to take risks to advance organizational objectives; and
- Political sensitivity and astuteness in dealing with all levels within the organization and with other entities.

QUALIFICATIONS

A typical means of acquiring the essential knowledge and abilities is:

A Bachelor's degree in journalism, communications, public administration, political science or a related field, and five to ten years of progressively responsible supervisory, management or administrative experience in public and/or community relations.

SALARY AND BENEFITS

The annual salary is \$154,980 up to \$223,872. Initial placement within the range is based upon qualifications. Appointment is typically made at or below the control point (\$201,480 per year).

EBMUD values its employees and maintains competitive pay and benefits, provides meaningful and challenging work, maintains a safe, well-equipped workplace, uses current technologies, encourages innovation, implements organizational practices that value employee contributions, encourage learning, and promote employee wellness and work/life balance. EBMUD's excellent benefits package includes: eligibility for annual merit based bonus pay program; 12 days paid vacation; 15 holidays; 7 days paid administrative leave; 13 days paid sick leave; family health insurance (choice of Kaiser fully paid or Health Net or Anthem Blue Cross 85% paid); family dental and vision care plans; life insurance; longterm disability

insurance; retirement plan (reciprocal with CalPERS); \$905/yr. contributed to flexible spending account or cash; \$125/mo. public transit subsidy; 401(k), 401(a) and 457(b) tax-deferred retirement plans; Roth 401(k); \$3,500/yr. tuition reimbursement; and opportunities for professional growth including training and career development.

APPLICATION AND SELECTION PROCESS

To be considered for this position, please submit a resume, cover letter (including the names of four work-related references) and supplemental question responses by Friday, October 26, 2018. Resumes should describe the role and responsibilities of relevant positions, reflect years and months of positions held, as well as size of staff and budgets you have managed. Forward your materials to:

By mail:
East Bay Municipal Utility District
Human Resources Department
ATTN: Sandra Chiu, Human Resources Analyst, Recruitment and Classification
375 11th Street, MS #603
Oakland, CA 94607-4240

By E-mail:
resumes@ebmud.com

All resumes and supplemental question responses will be reviewed and those candidates deemed to have the most relevant experience will be invited to an oral panel interview tentatively scheduled for November or December. An appointment is expected to be made in December 2018 or January 2019 following reference/background checks. For additional information about this opportunity, please contact Sandra Chiu at (510) 287-0729.

All employment offers are conditional, pending the results of a Live Scan background screening. All selected finalists must participate in the Live Scan background screening process to remain in consideration for EBMUD employment.

EBMUD is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, religious creed, sex, gender, gender identity, gender expression, marital or registered domestic partnership status, age for individuals over forty years of age, national origin, ancestry, disability (mental or physical, including AIDS and HIV), medical condition (cancer and genetic characteristics), genetic information, sexual orientation, military and veterans status, family or medical leave status, pregnancy, pregnancy disability leave status, or any other status protected by federal, state and/or local laws.

SUPPLEMENTAL QUESTIONS

Please respond to the following supplemental questions in no more than two type written pages.

1. Describe your leadership style and provide examples of how it has been effective.
2. Explain and provide examples of how you have provided comprehensive and cohesive strategic planning and direction in the area of public relations, community outreach and internal organizational communication for an organization like EBMUD.
3. Provide your understanding of what might be some of the challenges and considerations in managing a busy staff with emerging priorities while also supporting the Board of Directors and General Manager