

# **WESTSIDE WATER AUTHORITY**

555 California Ave., Ste 209  
Bakersfield, CA 93309

## **JOB DESCRIPTION**

### **SR. DIRECTOR OF FINANCE, STRATEGY, & GOVERNMENT AFFAIRS**

#### **JOB LOCATION**

5555 California Ave., Ste 209  
Bakersfield, CA 93309

#### **APPLICATION DEADLINE**

12/10/2021

#### **HOW TO APPLY**

Submit Letter and Resume to Westside Water Authority to Kim Constant at [kconstant@westsidewa.org](mailto:kconstant@westsidewa.org)

#### **BACKGROUND**

The WWA was formed in January 2020 and is comprised of four water districts: Dudley Ridge Water District, Lost Hills Water District, Berrenda Mesa Water District, and Belridge Water Storage District. The districts supply irrigation water for agricultural purposes on the western side of the southern San Joaquin Valley. Most of this supply is comprised of surface water deliveries from the State Water Project (SWP) and equate to ~10% of the total SWP supply contracts in the State of California.

Under the Executive Director, this position will be primarily responsible for managing a team of 4+ employees, developing and implementing the Westside Water Authority's (WWA) short and long-term financial outlook, short and long-term strategic objectives, its federal, state and local legislative and regulatory advocacy program and additional special projects as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment.

- Organize and manage short and long-term financial outlook:
  - State Water Project (SWP) charges
  - Non-SWP billings/charges
  - Investments, Capital Expenditures
- Provide accounting oversight:
  - Annual budgets
  - Annual audits
- Secure dependable and affordable sources of water
  - Contract negotiation and sourcing
  - Developing term sheets and agreements
  - Delivery scheduling, transfers, exchanges (CVC, SWP, etc)
  - Preparing CEQA/NEPA documentation
  - Securing Federal, State, Local and other necessary approvals
- Manage WWA staff responsible for water accounting and regulatory activities
  - Water modeling, banking (recharge/recovery) activities, etc.
  - WWQC, SGMA GSAs, ILRP, SWRCB, RWQCB
- Manage IT & HR service support:
  - Document management, digitization
  - Employment policies, insurance/risk management, other
- Lead and represent WWA on policy/legislative activities and reporting:
  - Financial and water acquisition reviews
  - Rules and Regulations
  - ACWA/JPIA
  - State Water Contractors Audit Finance and IAA
- Other: as identified

**Knowledge of:**

- Financial and accounting principles;
- Organizational strategic planning process;
- Problem-solving and related frameworks;
- The legislative process, its steps, and influence points;
- District water quality and water operations, practices, and procedures;
- Applicable federal, state, and regional environmental laws, regulations, and court decisions and their impacts on District operations;
- Applicable federal, state and local employment laws;

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- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and WWA staff;
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar;
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Research, analyze, interpret, explain, and make recommendations on environmental, legislative, and inter-governmental issues;
- Identify problems, evaluate alternatives, and develop sound recommendations in areas of assigned responsibility;
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed;
- Effectively represent the department and the WWA in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals;
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments;
- Manage a team of 4+ resources with empathy and to maximum effectiveness;
- Use tact, initiative, prudence, and independent judgment within general policy, financial, procedural, and legal guidelines;
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks;
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax;
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS:**

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

**EDUCATION:**

Equivalent to a Bachelor's degree (Master's degree preferred) in Economics, Finance, Business Administration, Public Administration, or related field.

AND

**EXPERIENCE:**

Ten (10) years' of increasingly responsible work-related experience handling financial, strategic, and legislative responsibilities and performing related tasks in a water and/or public district setting is highly desirable.

**SPECIAL REQUIREMENTS:**

Possession of a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the WWA's Vehicle Insurance Policy standards is required.

**PHYSICAL TASKS:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is constantly required to sit and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally bends, stoops, lifts, and carries records and documents, typically weighing less than 25 pounds.

Sensory demands include the ability to see within the normal range, talk, and hear, and use electronic touch keypads.

**MENTAL DEMANDS:**

While performing the duties of this position, employees are regularly required to use written and oral communication skills; read and interpret data; use reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks while meeting deadlines; interact with District officials, staff, management, vendors, contractors, auditors, the general public, and others during the course of work.

**WORK ENVIRONMENT:**

The employee frequently works in an office environment with controlled temperature settings. The noise level is moderate, typically below 70 decibels.

The employee occasionally drives a vehicle to attend off-site meetings and functions and is exposed to traffic and variable weather conditions.