



WESTSIDE WATER AUTHORITY
5555 California Avenue, Suite 209
Bakersfield, CA 93309
Phone: (661) 633-9022
Email: regulatory@westsidewa.org

Regulatory and Grant Management Specialist

Job Summary

Job Overview: The Regulatory/Grant Specialist is responsible for supporting compliance with water-related regulatory programs and managing grant-related activities for Westside Water Authority (WWA) and its sub-entities. This role involves engaging in water-related regulatory programs such as the Sustainable Groundwater Management Act (SGMA), Irrigated Lands Regulatory Program (ILRP), and Central Valley Salinity Alternatives for Long-Term Sustainability (CV-SALTS). The Regulatory/Grant Specialist will assist in identifying, applying for, and managing grants related to water management and water district operations.

Job Type: Exempt

Salary Range: \$70,000 - \$90,000 per year, commensurate with relevant experience and education

Location: 5555 California Avenue, Suite 209, Bakersfield, CA 93309. Applicants outside Bakersfield must be willing to travel to Bakersfield for meetings and projects as required. This role offers remote work flexibility but requires availability for in-person engagements in Kern County and the San Joaquin Valley as needed.

Reports to: Regulatory Manager

Responsibilities & Duties

- Assist in managing WWA's compliance with regulatory programs including SGMA, ILRP, and CV-SALTS.
 - Support development of regulatory compliance reports and documents such as groundwater sustainability plans, agricultural water management plans, annual monitoring reports, etc.
 - Demonstrated experience in applying technical knowledge of surface water hydrology, groundwater hydrogeology, and other water-related scientific disciplines to develop regulatory compliance solutions.
 - Participate in technical working groups, public hearings, and committees related to water management.
 - Provide basic technical support to landowners regarding regulatory programs and grant opportunities.

- Participate in groundwater and surface water monitoring activities.
- Contribute to the development and submission of grant proposals.
 - Maintain a master calendar of applicable grant prospects and all associated files and correspondence.
 - Maintain a library of grant support documents including resumes, biographies, IRS forms, board/staff diversity lists, etc.
 - Draft proposals, letters of intent, grant application narratives, and budgets in coordination with program staff, finance department, and WWA's Executive Director.
 - Successfully submit grant proposals in a timely manner via both paper and web portals and maintain a login credential list.
- Monitor compliance with tasks, schedules, budgets, and progress of grant-funded projects.
 - Collaborate with the WWA accounting team to manage reimbursements and budget drawdowns.
- Stay informed about regulatory developments, emerging technologies, and best practices in California water management.
- Other duties as assigned.

Job Qualifications

Education: Bachelor's degree in environmental science, engineering, public policy, or a related field. A master's degree in a related field is preferable and will count as one year of relevant experience.

Required Experience:

- 3-5 years of relevant experience in roles related to water policy, environmental regulation, or grant management.
 - Experience in identifying grant opportunities, preparing grant proposals, and maintaining grant compliance.
 - Basic understanding of California water law, water conveyance infrastructure, and agricultural water management regulations.
- Experience in collaborative work with stakeholders to develop regulatory compliance strategies and grant applications.
- Familiarity with project and budget management.

Preferred Experience:

- Knowledge of surface water hydrology, groundwater hydrogeology, and related scientific areas.
- Experience interfacing with public agencies, State regulatory agencies, and/or agricultural landowners.

Required Skills and Characteristics:

- Analytical and problem-solving skills.
- Organized and detail-oriented, with the ability to understand broader impacts of regulatory compliance requirements.
- Effective communication and interpersonal skills, specifically written communication.

- Ability to work independently and as a part of a team.
- Proficiency in Microsoft Office, Sharepoint, and OneDrive.

Preferred Skills and Characteristics:

- Basic proficiency in ArcGIS.
- Basic proficiency analyzing large datasets using programming languages such as R, Python, etc.

Required Certifications and Licenses:

- Valid California driver's license.
- No other certifications or professional licenses are required to be considered for this position. Relevant certifications and licenses will be considered and may make a candidate's application more competitive.

Travel Expectations:

- Routine day travel to Kern County, approximately one per week on average, is required.
- Overnight travel lasting 2-3 days for conferences and meetings may be required every 2-3 months.

Work Environment and Physical Requirements

Work Environment: Work is primarily performed in an office setting with occasional fieldwork required.

Westside Water Authority Culture Statement:

At WWA, we believe that our employees are one of our greatest assets, and we are committed to creating a collaborative and supportive work environment where everyone can thrive.

- We strive to create a culture that fosters creativity, innovation, and continuous learning, and we are committed to supporting our employees as they reach their full potential.
- We believe in working together towards a common goal, and we value teamwork, respect, and open communication.
- We are dedicated to creating a workplace that is inclusive, diverse, and equitable, and we believe that everyone deserves to be treated with dignity and respect.
- Honesty, integrity, and creating psychological safety are paramount between team members.
- We believe in investing in our employees and supporting their growth and development. We are committed to providing WWA-funded continuing education opportunities, including training programs, workshops, and conferences, to help our employees stay up-to-date with the latest trends and best practices in their fields.

Westside Water Authority is an equal opportunity employer. We are committed to creating an inclusive environment for all employees, regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other legally protected characteristics.

Physical Requirements: Candidates must have the physical ability to:

- Operate standard office equipment such as computers, printers, and phones.
- Occasionally lift up to 40 pounds.
- Stand, walk, and drive for extended periods of time.
- Occasional field work in hot and dry or wet and muddy conditions.

Application Instructions:

Instructions: Please submit a 1–2-page resume summarizing relevant experience and skills along with one of the following: a cover letter or an original writing sample. The cover letter or writing sample must be solely authored by the applicant without the use of artificial intelligence tools and should demonstrate their writing skills and proficiency. Please submit application materials and direct any questions regarding the position via email to regulatory@westsidewa.org.

Application Deadline: Applications will be considered as they are received, and the position will remain open until filled. Applicants are encouraged to submit their materials promptly, as reviews will begin immediately and continue until the position is filled.