

CAREER OPPORTUNITY

COMMUNICATIONS AND PUBLIC AFFAIRS MANAGER



MARIN MUNICIPAL
WATER DISTRICT

SALARY RANGE: \$12,288.00 - \$15,585.00 PER MONTH
(\$147,456 - \$187,020 ANNUALLY) DOQ/DOE
~ A 3% SALARY ADJUSTMENT IS EXPECTED STARTING JULY 1, 2019

This is an opportunity for a dynamic, forward thinking and exceptional communicator to represent a highly visible and community oriented organization providing quality water to customers and visitors of Central and Southern Marin County.

The Marin Municipal Water District is recruiting for a Communications and Public Affairs Manager to lead effective communications and direct the activities and operations in support of comprehensive communication, media outreach, customer and community affairs, legislative affairs and grant programs. The ideal candidate will be a seasoned public information professional with a proven track record of being highly adept at providing accurate, strong and consistent messaging, soliciting feedback and understanding and addressing local community needs. The manager will serve as a spokesperson for the District. The District interacts with numerous stakeholders, values input of the community and

takes pride in providing efficient and transparent communication to address everyday routine issues to more complex and controversial issues. The collaborative, innovative and politically astute person will serve as an advisor to the General Manager and the Board regarding communications and public affairs. The successful manager will take initiative in community outreach and will use sound judgment in managing legislative and media affairs.

THE DISTRICT: The District is a medium-sized, municipal, water agency with a Board of Directors/General Manager form of government, 240 full-time employees and a \$112,000,000 combined annual operating and capital budget for FY 2019. Annually,

the District delivers water to 190,000 residents and businesses in the central and southern portions of Marin County and has stewardship responsibilities for 21,000 acres of pristine watershed lands on Mt. Tam.



THE JOB:

This is a management level job class responsible for the planning, development and administration of a variety of the District's public information services, legislative affairs, public outreach strategies, grants, and internal and external communications. Provides professional support for important District interests such as, water conservation and volunteer and community outreach programs. The Incumbent is responsible for compliance review and coordination of legislative programs and manages the overall development of the District's communication program; provides direction to a communications team and oversees grant projects and the projects of the communications department.

- Plans, develops, executes and manages legislative and communications programs, including community outreach, media relations, integrated communications and marketing, internal notices, social media and website communications;
- Works closely with executive management to develop and execute communication strategies related to routine and complex issues that impact the community, customers and other District stakeholders;
- Reviews and analyzes local, state and federal legislative programs to determine possible impacts to the District's policies and practices and supports senior management's awareness and compliance with existing, new and changing legislation;
- Communicates with executive management and the Board of Directors on matters related to legislative changes and community and public affairs that impact the District and its stakeholders;
- Acts as a District spokesperson and works with General Manager on media briefings and responding to media inquiries;
- Develops and implements communication and marketing strategies to ensure consistent and clear messaging;
- Directs, coordinates, and reviews the work plan for assigned public relations and grant management staff;
- Maintains contact with community groups, outside agencies and individual stakeholders and represents the District in meetings with media, community groups and organizations, business leaders, and other public agencies and governmental representatives;
- Researches, writes and/or assigns and edits media releases, and respond to inquiries from the media and the community;
- Develops departmental budget and monitors program expenditures; forecasts future budgetary needs;
- Keeps informed about news and media reports and other issues at the state, regional and local levels regarding and water use and supply trends, and water conservation issues;
- Manages the District's website.

[Click here for the Communications & Public Affairs Manager Job Description](#)

MINIMUM QUALIFICATIONS:

In addition to the skills and attributes mentioned above, the ideal candidate will meet the following minimum qualifications:

- **Training:** Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in public relations, journalism, or a closely related field.
- **Experience:** Five years of increasingly responsible experience in the field of public information, including experience with news outlets, event coordination, and community outreach. Experience must also include website management and management of social media for business purposes. Two years of experience in a supervisory or management capacity is highly desired. Experience in a like agency is desired.



COMPENSATION & BENEFITS

The District offers an attractive compensation and benefits program. The salary range for this position is \$12,288.00 - \$15,585.00 per month (\$147,456 - \$187,020 annually), depending upon qualifications/experience.

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Retirement: MMWD is a member of the California Public Employees Retirement System (CalPERS), which offers reciprocity between agencies in the 37 Act County System.

- Classic employees – 2.7% @ 55 formula, highest 3 year average compensation. Employee contributes 8%.
- PEPRA employees – hired after 1/1/13 or Classic employees with 6 month break in service are eligible for a 2% @ 62 formula, highest 3 year average compensation. Currently, employee contributes 5.75%

Health Insurance: CalPERS health care, which makes available a variety of medical plans. The premium contribution currently made by MMWD is \$866.27 employee only; \$1,732.54 employee + 1 or more; opt out-out payment of \$100 per pay period.

Dental: Dental insurance is available to employees and their families.

The District offers additional benefits to include Administrative Leave, Deferred Comp (employee option), Life and Long-Term Disability Insurance, vacation, sick leave, holidays and more. See the District's website for more information at: <http://marinwater.org/DocumentCenter/View/754/Mid-Managers-Benefit-Summary-2017>

SELECTION PROCESS:

The process may include a panel interview and a final interview. Only those candidates with the best combination of qualifications in relations to the requirements and duties of the position will continue in the selections process.

HOW TO APPLY:

Apply by Tuesday, May 28, 2019 by 4:30 p.m. for manual submissions; 5:00 p.m. for online submissions. (Filing Deadline Extended from Monday, May 6, 2019)

- Apply online at Calopps.org :

[Click here for the Communications & Public Affairs Manager Opportunity](#)

- To be considered for this position you must submit a completed application, the supplemental questionnaire, a cover letter, and a resume.

TIMELINE (UPDATED TO REFLECT FILING DEADLINE EXTENSION):

- Interviews are tentatively scheduled for the week of **June 17, 2019**. Please reserve this timeframe on your calendar.
- Finalists will be invited back for interviews tentatively scheduled for the week of **June 24, 2019**.



RECRUITER CONTACT:

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