

great water.  
great people.

EAST BAY MUNICIPAL UTILITY DISTRICT  
375 Eleventh Street · Oakland, CA 94607  
(510) 287-0742 · [www.ebmud.com](http://www.ebmud.com)

Send written correspondence to:  
EBMUD HR RECRUITMENT  
P.O. Box 24055 · Oakland, CA 94623-1055

**Special Assistant IV  
(Public Relations and  
Community Outreach)**  
**\$137,784 to \$199,020 per year**

Resumes will be accepted at  
[resumes@ebmud.com](mailto:resumes@ebmud.com) until  
Friday, December 4, 2015

EBMUD complies with EEO Law and prohibits discrimination based on gender including gender identity or expression, race, color, religious creed, national origin, ancestry, age, physical or mental disability, medical condition, genetic information, marital or domestic partnership status, sexual orientation, veterans or any other status protected by state and federal laws.

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East Bay Municipal Utility District (EBMUD), headquartered in Oakland, CA, is looking for an energetic professional to manage a staff of 18 in EBMUD's Communications Division which handles the District's media relations and works with 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 \$517 million, a capital improvement budget of \$320 million and approximately 1900 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.

## INFORMATION 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 the District's long-range public information program and community outreach efforts. Responsibilities include, but are not limited to:

- Effectively communicating District 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 the District's policies and plans;
- Collaborating with other District 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 for the Board and General Manager in support of District priorities;
- Serving on the District'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 managing a large, diverse team to achieve a high level of effectiveness and performance;
- 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 with the ability to model the District'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 closely related field, and five to ten years of progressively responsible supervisory, management or administrative experience in public and/or community relations.

## **APPLICATION AND SELECTION PROCESS**

To be considered for this position, please submit a resume and cover letter, including your current salary and names of four work-related references by Friday, December 4, 2015. Resumes should 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: Richard Jung, Manager of Recruitment and Classification  
375 11<sup>th</sup> Street, MS #603  
Oakland, CA 94607-4240

By E-mail:  
[resumes@ebmud.com](mailto:resumes@ebmud.com)

All resumes will be reviewed and those candidates deemed to have the most relevant experience will be invited to an oral panel interview tentatively scheduled for January. An appointment is expected to be made in February 2016 following reference/background checks. For additional information about this opportunity, please contact Richard Jung at (510) 287-0707.

EBMUD is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability