



# East Bay Municipal Utility District

invites you to apply for

# Manager of Legislative Affairs

## The District

Headquartered in Oakland, the East Bay Municipal Utility District (EBMUD) supplies water and provides wastewater treatment for portions of Alameda and Contra Costa counties in the East San Francisco Bay Area.

Our watershed in the Sierra Mountains provides a high quality water source and our East Bay reservoirs offer serene settings for both wildlife and recreation. EBMUD's water system serves 1.4 million people over a 332-sq. mile area, and wastewater system serves 740,000 people over an 88-sq. mile area.

The mission of EBMUD is to manage the natural resources with which the District is entrusted; to provide reliable, high quality water and wastewater services at fair and reasonable rates for the people of the East Bay; and to preserve and protect the environment for future generations. In fulfilling our mission, we are committed to cultivating diversity, advancing equity, and working inclusively.

EBMUD is governed by a publicly elected seven-member Board, who determines overall policy, which is implemented under the direction of the General Manager (GM).

## The Position

Based in Sacramento and reporting to the GM, the Manager of Legislative Affairs serves as the key policy advisor on state and federal legislative matters for the Board of Directors (Board), the GM and the Senior Management Team (SMT).

Directing a small staff and working collaboratively with department managers and industry organizations, the Manager identifies trends and helps develop EBMUD's legislative strategy.

The Manager also:

- Coordinates the interdepartmental review and analysis of proposed legislation.
- Prepares reports and position letters with brief, accurate descriptions of legislation and its possible effects on EBMUD operations and policies.
- Manages and coordinates the Office of Intergovernmental Affairs' (OIGA) priorities, goals, objectives, staff and consultants.
- Provides departmental leadership that promotes high employee morale and productivity that is viewed by customers as effective, efficient, innovative, collaborative, and service oriented.

As EBMUD's recognized contact in Sacramento, the Manager directly and through the OIGA team, networks and leverages contacts with legislators and a variety of other agencies and public interest groups:

- Tracks legislation and advocates for EBMUD's interests/ position among state and federal elected officials, their staffs, and other public agencies one-on-one or in small group discussions, presentations at meetings, workshops, public hearings and written documents.
- Works closely with industry organizations and consortia to influence and rely on the greater impact of their combined advocacy on issues.
- Negotiates strategies and solutions on EBMUD issues, often involving highly visible coordination among multiple groups.

A few of the challenges and priorities facing the incumbent include:

- Fostering and strengthening relationships with state and federal officials.
- Advocating to protect EBMUD's water supply, water quality, infrastructure, workforce, and affordable water and wastewater rates for our customers.
- Advocating to advance EBMUD's policy objectives, including funding requests.



## The Ideal Candidate Will Possess

- A strong background and expertise in California water, wastewater, and local government policy issues.
- Exceptional strategic vision.
- A proven record of effective problem-solving and managing sensitive issues within a complex and dynamic political environment.
- The ability to develop and maintain effective, collaborative working relationships.
- An open and approachable personal style with outstanding persuasive communications and interpersonal skills.

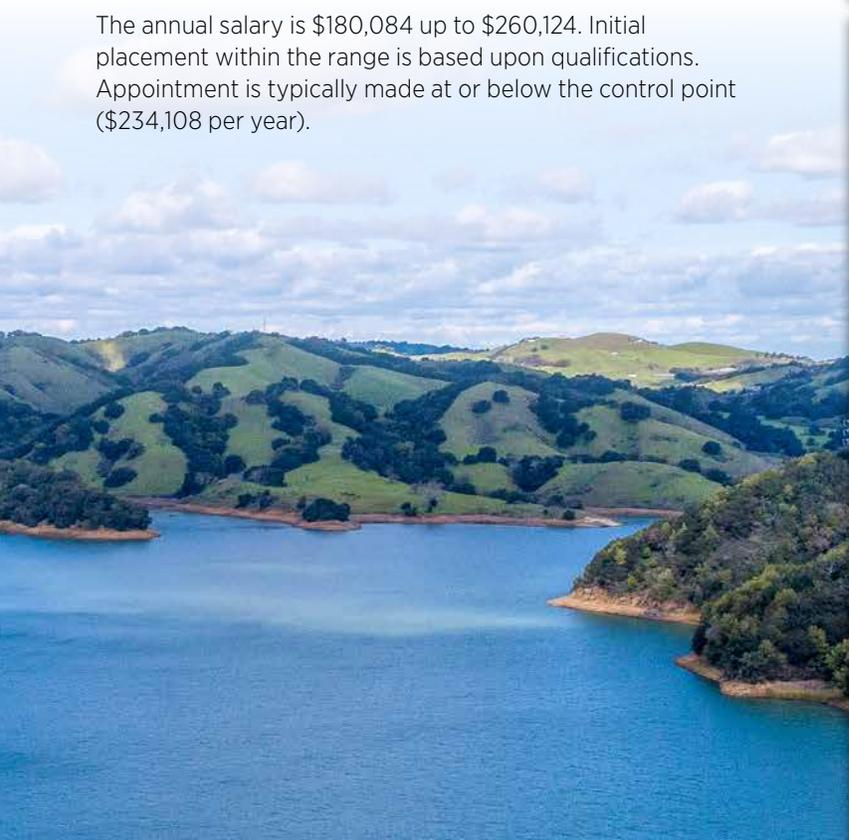
## Qualifications Should Include

- A typical means of acquiring the requisite knowledge, skills and abilities is a bachelor's degree.
- Five to ten years of progressively responsible roles in a legislative environment, including experience with policies relevant to drinking water and/or wastewater systems.
- A master's degree may be substituted for one year of experience.
- Must become a registered lobbyist within one year of appointment.
- Must have a valid California driver's license and a satisfactory driving record.

*EBMUD requires all employees to provide written proof of vaccination. Those employees with sincerely held religious beliefs or valid medical reasons, as determined by EBMUD, will be exempt from vaccination requirements. (Please contact EBMUD Human Resources for additional questions.)*

## Salary

The annual salary is \$180,084 up to \$260,124. Initial placement within the range is based upon qualifications. Appointment is typically made at or below the control point (\$234,108 per year).



## Benefits

EBMUD's excellent benefits package includes: Eligibility for annual merit-based bonus pay program; 12 days paid vacation; 16 holidays; 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; Long-term disability insurance; Retirement plan (reciprocal with CalPERS); \$1,000/yr. contributed to flexible spending account or cash; \$145/mo. public transit subsidy; 401(k), 401(a) and 457(b) tax-deferred retirement plans; Roth 401(k) retirement plans; \$3,500/yr. tuition reimbursement; Opportunities for professional growth including training and career development.

## The Selection Process

To be considered for this position, please submit a resume and cover letter, responses to the supplemental questions and names of four work related references by Friday, August 5, 2022. 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: Vincent James, Manager of Recruitment and Classification  
375 11th Street, MS #603  
Oakland, CA 94607-4240

**By email:** [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 late August/early September. An appointment is expected in early October following reference/background checks. For additional information about this opportunity, please contact Vincent James at (510) 287-0707.

*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. 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

As the first step in the competitive selection process, responses to the following questions must be submitted with your resume. Please provide thorough, accurate descriptions of assignments you have personally performed. As succinctly as possible, please answer the following supplemental questions.

1. Describe your experience advocating for your organization to state and federal legislative bodies, other similar agencies, organizations and competing interests.
2. Describe your experience working in policy areas relevant to water and wastewater agencies in California, including any experience working directly for water and wastewater agencies, and some of the specific legislative issues you have handled.
3. Describe your experience in an advisory role to a GM, Board, or other key decision-making body. Using an example of a complex issue you advised upon, describe how your input affected the GM's/Board's/decision maker's actions and the outcome of their decision. Include any lessons learned from your experience.