



Executive Director

JOB SUMMARY

The Executive Director serves as the chief executive officer of the Eastern San Joaquin Groundwater Authority (ESJGWA), a joint powers authority comprised of 16 groundwater sustainability agencies (GSA) within the Eastern San Joaquin Subbasin. The Executive Director directs the administrative and technical functions of the ESJGWA ensuring the completion of management actions assigned to the ESJGWA and listed in the Eastern San Joaquin Groundwater Sustainability Plan (GSP). The Executive Director will have direct oversight of day-to-day activities including the annual budget, finance, staff and consultant management, communication to and engagement with stakeholders, and coordination among adjacent subbasins.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The Executive Director receives direction and authority from the ESJGWA Board of Directors to perform the following functions:

Leadership and Vision:

- To provide leadership to the ESJGWA promoting a culture of accountability, consensus cooperation, and community.
- To work with the Board of Directors on the development and implementation of the ESJGWA Strategic Plan.

Administrative Management:

- To promote accountability and transparency within the ESJGWA for the benefit of GSA Members, stakeholders, and the public.
- To ensure ESJGWA meetings of its legislative body, standing committees, and/or ad hoc committees are compliant with the ESJGWA's By-laws, Fair Political Practices Act, the Brown Act and other state and federal laws.
- To procure consultants and actively manage the delivery of consultant and staff services.
- To develop appropriate internal policies to comply with existing laws and regulations using industry standards and best management practices.
- To develop and implement internal workflows and processes for day-to-day ESJGWA activities including the project and task schedules, the annual budget, grants administration, financial transactions, job cost accounting, financial reports, etc.
- To ensure that data collected by the ESJGWA is appropriately archived and readily accessible.

Program Development and Oversight:

- To work with the ESJGWA Board of Directors and other Committees to develop and refine management actions and initiatives necessary for GSP implementation.
- To develop and implement the ESJGWA’s Annual Work Plan and Budget.
- To monitor Department of Water Resources publications and messaging regarding new standards, requirements, and/or guidance affecting the compliance with SGMA.

Stakeholder Engagement:

- To implement the ESJGWA Stakeholder Communications and Engagement Plan.
- To build and maintain strong relationships with stakeholders from local governments, water agencies, farmers, businesses, and community organizations.
- To represent the ESJGWA in public forums, community meetings, and with State agencies.
- To identify and pursue grant funding opportunities and partnerships, and to support GSA Members’ advocacy for project funding.

DESIRED ABILITIES

- Take direction from and build consensus among the ESJGWA Board of Directors and its various committees.
- Articulate and present complex topics both verbally and in writing.
- Work Cooperatively with member agency staff and consultants.
- Organize, lead, motivate, develop, and set clear objectives, directions, and performance expectations with staff and consultant resources.
- Comprehend and navigate complex State, Regional and local issues.
- Develop and maintain key relationships throughout the region.
- Strategically evolve the organization for future success.

DESIRED QUALIFICATIONS

- Bachelor’s Degree or higher with emphasis in business administration, geology, engineering, planning, water management, groundwater, and/or regulatory compliance is preferred; professional registration/certification in a related field is also desired.
- Minimum ten years of experience with increasing responsibilities in a municipal or special district organization, or as a technical consultant of which 5-years served in a supervisory or project management capacity.

COMPENSATION

Negotiable based on qualifications.