



DIRECTOR OF PUBLIC AFFAIRS
Citrus Heights Water District, California

Recruitment Services Provided By



THE OPPORTUNITY

The Citrus Heights Water District (CHWD) is searching for a highly skilled strategic communicator and public information professional to serve as the Director of Public Affairs.

At CHWD you will:

- Be part of a dynamic and forward-thinking Executive Leadership Team
- Help establish and communicate District priorities
- Engage with elected officials and key stakeholders
- Step into a focused role with a well-established brand
- Tell the District's story as it charts the path forward with key projects
- Coordinate and manage legislative affairs on behalf of the District

ABOUT THE CITRUS HEIGHTS WATER DISTRICT

CHWD provides drinking water to an estimated service area population of 70,000 customers through more than 20,000 water service connections. CHWD's service area is 12.8 square miles, including portions of Citrus Heights, Fair Oaks, Orangevale, Carmichael, Roseville, and unincorporated Placer County in the Greater Sacramento Region. CHWD has 38 full-time dedicated employees to operate and maintain its water system, ensuring high-quality and reliable water, while providing great customer service.

The District is governed by a three-member Board of Directors who are elected by District and appoint a General Manager. The 2024 CHWD annual operating budget is approximately \$17.1 million, and its 2024 Capital Improvement Budget is \$13.8 million.



THE COMMUNITY CHWD SERVES

The Citrus Heights community is family-friendly and features great schools, beautiful parks, a wide array of youth programs and numerous community events, in addition to many local shops and restaurants. Close to Sacramento, the region also enjoys the cultural, educational, and recreational amenities of a major metro area.

The Greater Sacramento region is home to:

- | | |
|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
|  State Capitol |  Nightlife |
|  Fine dining |  Museums & Zoo |
|  Fishing |  Golf |
|  Water Sports |  Wine Tasting |
|  Whitewater Rafting |  Sacramento Kings (NBA) |
|  Snow Sports In The Sierras |  Sacramento River Cats (Minor league baseball) |
|  Hiking |  Sacramento Republic FC (United Soccer League) |
|  Biking | |
|  California State University, Sacramento | |
|  University of California, Davis | |
|  McGeorge School of Law | |
|  Los Rios Community College (four campuses) | |

THE POSITION

The Director of Public Affairs is a new director-level position for the Citrus Heights Water District. The Director will be a key member of the District's Executive Leadership Team and will report to the General Manager. The Director of Public Affairs is an at-will, FLSA-exempt position. You would:

- Lead the development of communication strategies, and plan special events to enhance the District's visibility.
- Plan, organize, direct and review District communications and public engagement, including public information, marketing and communication programs, community outreach and education.
- Serve as the District's liaison with relevant consultants, media, and legislators.
- Oversee, develop and distribute a wide variety of information and publications of public interest.
- Coordinate assigned activities with other departments and outside agencies.
- Provide complex strategic support to the General Manager.

KEY OPPORTUNITIES

As CHWD will be undergoing transformational change over the next several years, a successful candidate should:

- Expand the district's digital engagement with its customer base via Facebook, Instagram, Nextdoor, email marketing and other channels.
- Grow and supervise staff as this important service area increases in size and scope. Initially, the Director will supervise the work of contract staff retained to assist with the District's communication services.
- Represent the District with allied agencies and effectively represent the District's position in those settings.
- Work on special projects and strategic initiatives as directed by the General Manager (career-advancing opportunities).
- Be prepared to serve as Acting General Manager on occasion.

THE IDEAL CANDIDATE

The ideal candidate for the position of Director of Public Affairs will possess certain traits and experiences that will lead to success:

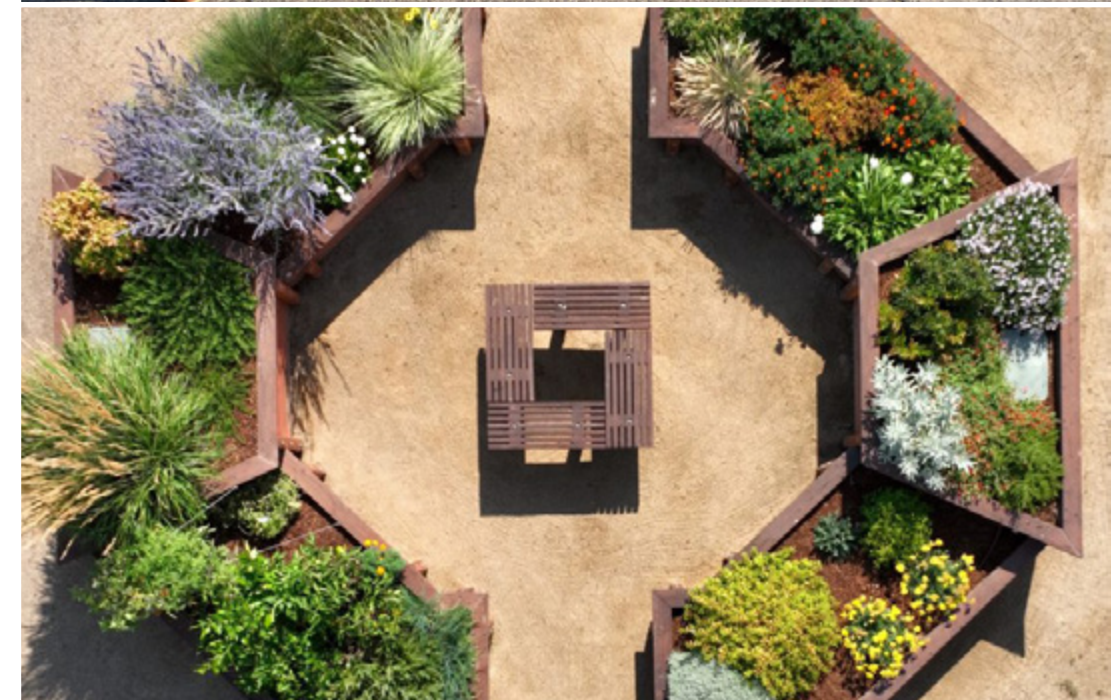
- A self-starter with excellent team service and strong problem-solving skills.
- The ability to strategically and thoughtfully navigate crisis communications.
- A keen focus on strategic planning, project management and follow-through.
- Strong public speaking and media interview skills.
- A strong background in social media and analytics.
- A demonstrated track record of managing and directing communication, public outreach, legislative affairs and associated activities for a utility provider, public agency, or special district.

QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in Public Relations, Communications, Journalism, Public Administration, Political Science, or a related field. A Master's degree is preferred.

Experience: Seven years of increasingly responsible supervisory and management experience in public relations or public affairs, preferably in a utility or similar government setting.





SALARY AND BENEFITS

The salary range for the Director of Public Affairs is **\$150,196 to \$202,779**, with placement in the range made depending on qualifications. Subject to Board direction/approval, District salaries are reviewed annually for a Cost-of-Living Adjustment (COLA). The District also offers a competitive and attractive benefits package that includes the following:

Pay for Performance System: The District offers an innovative Pay for Performance system which is in conjunction with the annual employee performance evaluation. Based on an employee's performance rating, both merit adjustments and one-time rewards and recognition amounts may be awarded. A .pdf summary of the program can be viewed by clicking on [CHWD - Pay for Performance](#).

Retirement: Classic CalPERS members are eligible for 2% @ 55 formula, PEPRA members are 2% @ 62.

Flexible 4/40 Work Schedule: 4/40 work schedule (Monday-Thursday, 10-hour days).

Deferred Compensation: Optional enrollment in a pre-tax payroll-deducted 457 plan with a 3% employer match, based on annual limits as established by the IRS.

Health Benefits:

- Medical: The District provides health insurance plan options for employees and dependents or a \$400 monthly medical stipend for employees who do not enroll into the District's health plan.
- Dental and Vision: District provides dental and vision coverage to employees and dependents.

Vacation Leave/Management Leave/Sick Leave: Employees accrue 8 hours of vacation and 8 hours of sick time per month. In addition, management employees receive 80 hours of management leave (cash-out available), and 10 hours of floating holidays per year. Additional paid days off between the Christmas and New Year's holidays are also provided to District staff.

District Supplied Auto: A District vehicle is provided during the workday and for work-to-home use.

Life Insurance: The District pays \$100,000 of employee life insurance.

Relocation Assistance: The District offers relocation assistance of up to \$15,000 for eligible expenses.

APPLICATION AND SELECTION PROCESS

To be considered for this position, interested candidates must submit a cover letter and résumé online. The position will remain open until filled. Candidates are encouraged to apply immediately at:

www.mosaicpublic.com/careers

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Bryan Noblett | bryan@mosaicpublic.com | (916) 550-4100
Greg Nelson | greg@mosaicpublic.com | (916) 550-4100.

The Citrus Heights Water District is an Equal Opportunity Employer.

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