



WESTLANDS WATER DISTRICT IS SEEKING A GENERAL COUNSEL

Annual Compensation
\$225,000 - \$275,000
Depending on Qualifications

Final Filing Date: October 31, 2016
(or until filled)



***Westlands Water District is an
Equal Opportunity/ADA Employer***

The Organization

Westlands Water District is a California Water District, established in 1952. The District's mission is to provide a timely, reliable and affordable water supply to its landowners and water users, and to provide drainage service to those lands that need it. To this end, Westlands is committed to the preservation of its federal contract, which includes water and drainage service, and to the acquisition of additional water necessary to meet the needs of its landowners.

Today the District serves approximately 700 family-owned farms. The District is the largest irrigation agency in the nation in terms of irrigable acreage, with approximately 568,500 acres of highly productive farmland. More than 50,000 people live and work in the communities dependent on the District's agricultural economy.

The District is governed by a nine-member Board of Directors, the members of which are elected to four-year terms by the landowners in the District. The Board holds its meetings every third Tuesday of the month.

The District has 114 employees and a FY 2016-17 budget of approximately \$226 million.



The Position

The General Counsel is an executive management position appointed by the Board of Directors and is employed as an unclassified managerial at-will employee. The General Counsel is responsible for management of the District's legal affairs and provides legal advice to the Board of Directors, the District President, the District General Manager, and other officers and senior management of the District. The General Counsel reports directly to the Board of Directors.

The General Counsel performs a broad range of legal work and may represent the District, its directors, officers and employees in litigation and administrative proceedings. The General Counsel renders legal advice, prepares or reviews contracts, monitors litigation and administrative proceedings, monitors state and federal legislative and regulatory proposals, and manages the District's outside legal counsel.

The essential responsibilities and duties include the following:

- Advising the District and senior management on a broad range of federal and state regulatory and compliance matters, including identifying areas of risk and making suggestions for improvement
- Developing strategy for litigation and regulatory proceedings
- Managing outside counsel that represent the District in important litigation before courts and administrative tribunals, including preparing or reviewing the preparation of briefs and other court documents
- Developing an in-house organization of legal professionals to provide legal assistance to the District
- Developing or assisting in the development of budget recommendations for the District
- Negotiating transactions on behalf of the District
- Assisting in the development and implementation of the District's strategy for government affairs and lobbying efforts

Qualifications

Any combination of education and experience that has led to the acquisition of the knowledge required by the position. A typical way to obtain the knowledge and experience would be:

- Possession of a Juris Doctor or equivalent degree;
- Membership in the State Bar of California;
- Ten (10) years of increasingly responsible experience as an attorney;
- A clear and comprehensive understanding of legal matters involving public agencies; and,
- Possession of a valid California driver's license and a satisfactory driving record.

Knowledge of

- California statutory law applicable to public agencies.
- State and federal legislative processes.
- Principles, methods, materials and practices of legal research.
- Court procedures, principles of administrative and constitutional law.
- Conduct and proceedings in trial and appellate courts and before administrative bodies.
- The principles and practices of public personnel administration.

Compensation and Benefits

The annual salary range for this position is \$225,000 to \$275,000 depending on the qualifications and experience of the selected candidate. In addition, benefits are provided which include:

- Retirement: Participation in California Public Employee's Retirement System. Unused medical leave can be converted to up to six months of service credit upon service retirement.
- Health Benefits: Six (6) medical benefit plans offered through CalPERS. The District participates in a HRA Plan and contributes a maximum of \$395 towards the premium for the employee and their eligible dependents (if applicable).
- Dental Insurance: The District contributes 100% of the premium for the employee and their eligible dependents through Humana.
- Vision Insurance: The District contributes 100% of the premium for the employee through Medical Eye Services. Coverage for employee's eligible dependents is available.
- Life Insurance: The District contributes 100% of the premium for life insurance and accidental death and dismemberment through Sun Life in the amount of one times the employee's annual salary.
- Holidays: Employees receive eleven (11) paid holidays.
- Vacation and Medical Leave: Vacation leave is accrued at the rate of 12 days/year, increasing to 16 days/year after 5 years of service, and 20 days/year after 10 years of service. Medical leave is accrued at the rate of 10 days/year.
- Disability Insurance: The District covers 100% of the premium for the employee.
- Employee Assistance Program: Available to employees and their household members.

Optional District Benefits include:

- Additional Life Insurance
- Section 125, Flexible Spending Plan
- 457 Deferred Compensation Plan
- Eligibility to join District's sponsored credit unions

The District does not participate in Social Security or State Disability Insurance.

Application and Selection Process

To be considered for this position, please submit a cover letter with current salary, a Westlands Water District Employment Application and Comprehensive Professional Resume, and a list of three work-related references (who will not be contacted in the early stages of the recruitment). Send materials directly to Diana Martinez, Human Resources Director by Monday, October 31, 2016 to:

Westlands Water District
Attention: Diana Martinez
P.O. Box 6056, 3130 N. Fresno Street
Fresno, CA 93703

Visit the District's Website at www.wwd.ca.gov

Office Hours: Monday-Friday 8:00 a.m. to 5:00 p.m.

**For questions and inquiries, please contact:
Diana Martinez (559) 241-6205**

Emailed and faxed application materials will not be accepted.

Following the filing date, application materials will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to participate in the interview process.

Conditional Offer of Employment An offer of employment will be conditioned upon legal ability to work in the United States; passing a medical examination, which will include a drug screening; and verification of a candidate's employment history, education and training, other information contained in the Employment Application, and any license requirements.

Should you feel you need special accommodations for the interview due to a qualifying disability, contact the Human Resources Department at (559) 241-6205 immediately.

Westlands Water District is an Equal Opportunity/ADA Employer.

