



Westlands  
Water District

# Chief Administrative Officer

***Filing Period:***

*June 17, 2024 – July 15, 2024*

**Annual Salary Range:**

**\$125,004 - \$300,000 DOQ**



559-224-1523



<https://wwd.ca.gov>

## The District

Formed in 1952, Westlands Water District is an agricultural water district located in the San Joaquin Valley of California. Westlands first received a water supply from the Central Valley Project in the late 1960s and has since served the farmers and rural communities on the west side of Fresno and Kings counties. Westlands is recognized as a world leader in agricultural water conservation and is committed to habitat restoration to protect at risk species. As stewards of one of California's most precious natural resources, Westlands continually invests in conservation, and champions farmers deploying innovative irrigation methods based on the best available technology.

Westlands is among the few, if not the only, agricultural water agencies in the United States that distributes water through an entirely enclosed system. The District's approximately 1,100 miles of pipe and 3,000 water meters deliver and measure every drop of water that is transported through the District and minimizes water losses caused by seepage and evaporation. Westlands continually invests in this sophisticated system to ensure the most efficient distribution of water.

The District is positioned to continue its mission and meet the current and future needs of its water users. Westlands water users have implemented one of the most extensive water conservation efforts in agriculture. Historically, Westlands has served as a leading advocate for this sector of the industry. Noted for its excellence in water and groundwater management, and a strong commitment to embracing water strategies that include supply and conservation, Westlands has earned a reputation statewide and nationally for leadership in key areas of water policy.

Farmers in Westlands rank among the most productive and water efficient farmers in the world. Approximately 60 different high-quality, nutritious crops are produced by these farmers for the fresh, dry, canned, and frozen food markets, domestically and internationally. The farms in Westlands produce an average of \$2 billion in crops and generate approximately \$5 billion in farm related economic activity each year. The activities in Westlands support nearly 35,000 jobs and benefit local communities in the San Joaquin Valley and across the state.





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Westlands' primary source of water is from the Central Valley Project (CVP), operated by the U.S. Bureau of Reclamation. Westlands supplements its CVP allocation through water purchases, recharge projects, groundwater, and other sources.

Westlands also delivers municipal and industrial water to the cities of Coalinga and Huron, Naval Air Station Lemoore, and several unincorporated communities within its service area.

Westlands has collaborated with federal and state governments, and other public water agencies on numerous ecosystem projects. These projects have opened and restored thousands of acres of wetlands for the benefit of at-risk fish species, improved instream habitat and flow for the protection of fish, and improved water quality in the Delta. In October 2020, in partnership with the Department of Water Resources, Westlands completed the Lower Yolo Restoration Project, which restored nearly 2,100 acres of former cattle grazing pastureland to tidal marsh, riparian habitat, and transitional upland buffer habitat.

### Mission

Since its formation in 1952, the mission of the Westlands Water District has been to provide timely, reliable, and affordable water services to landowners and water users in western Fresno and Kings Counties. These water services include the sustainable management and delivery of water supply, as well as the provision of ongoing education, advanced technology, and innovative methods for environmental conservation.

The District's services have expanded to providing water use efficiency grants, implementing the Sustainable Groundwater Management Act, managing an 80,000-acre land lease program, implementing the Irrigated Lands Regulatory Program, and exploring new water resources projects to improve long-term water reliability.





## Goals

To support its mission, Westlands has adopted the following goals:

- ◆ Preserve and restore the federal contract water supply.
- ◆ Obtain supplemental water supplies through short and long-term purchases and transfers.
- ◆ Examine options for supply enhancement and drainage mitigation.
- ◆ Support timely construction of cost-effective facilities to enhance the quality and reliability of water supplies.
- ◆ Conduct the maintenance, operational and administrative functions of Westlands in an efficient and effective manner.
- ◆ Implement and maintain an effective Water Conservation Program by providing growers with accurate and current information and technical assistance to aid with water management planning.

## Governance

The Westlands Board of Directors is comprised of nine members, each of whom is a District landowner or designated representative of a District landowner. Board elections are held every two years, with half of the seats up for election each cycle. Directors are elected to four-year terms of office. The Board meets on the third Tuesday of each month (except holidays, and on an as-needed basis) during regularly noticed public meetings to discuss district business and provides policy direction to the General Manager, who manages and implements the Board's direction.

The Directors also sit on the Finance & Administration Committee, which was created to discuss District policies and provide recommendations to the Board. The Finance & Administration Committee meets as needed.



## Chief Administrative Officer Role and Responsibilities

Under general direction of the General Manager, the Chief Administrative Officer plans, organizes, and directs the day-to-day activities and operations of the District. This includes finance, general accounting, customer accounting, human resources, labor relations, information technology, operations and maintenance, procurement and fleet services, and limited activities of the General Manager Division as necessary. The Chief Administrative Officer is an “at-will management” position in which the incumbent serves at the discretion of the General Manager.

The incumbent to fill this vacancy will report to the District’s Fresno Office; working hours may be outside of normal working hours; and travel may be required.

For a description of specific duties, visit the [class description](#) on the District’s website.

The core responsibilities of the Chief Administrative Officer are to plan, direct, and review the work of District Divisions ensuring that the divisions’ goals and objectives are met in an efficient manner as defined below:

- ◆ Implements systems and procedures required by District policies, Federal and State statutes, and/or regulatory agencies
- ◆ Recommend and participate in the development and implementation of divisional goals, objectives, priorities, and policies.
- ◆ Render decisions and provide general direction to staff; and supervise the preparation of ongoing special studies and reports.
- ◆ Confer with other agencies and governmental representatives; and serve as a District liaison or representative on committees, commissions, task forces, or at meetings.
- ◆ Develops and implements cost control standards and guidelines for the District.
- ◆ Meet with landowners and water users, and the public in general, as necessary, to represent the District activities.





## The Ideal Candidate

The ideal candidate will demonstrate the following professional characteristics:

- ◆ Familiarity with legal, ethical, and professional rules of conduct for public sector employees;
- ◆ Ability to research, analyze and provide effective recommendations on complex issues, proposals, budgetary and fiscal practices, procedures and problems;
- ◆ Experience with utilizing principles of organization and management necessary to analyze, evaluate and direct a variety of programs, functions, or systems;
- ◆ Understanding of governmental fiscal management, budgetary control, taxation, risk management, and public finance;
- ◆ Familiarity with applicable provisions of the California Occupational Safety and Health Act;
- ◆ Experience with public personnel administration, human resources, and labor relations;
- ◆ Excellent written and oral communication skills;
- ◆ Experience working closely with a wide range of constituencies: Board of Directors, water users, landowners, unions, member agencies, and key parties.

## Personal Characteristics

The Chief Administrative Officer will be expected to have the following personal characteristics:

- ◆ Trustworthiness, honesty, integrity;
- ◆ Engaging, inspiring interpersonal skills;
- ◆ Appreciation for the needs of water users and partner agencies.

## Professional Requirements

### Education and Experience

A Bachelor's degree in Public Administration, Business Administration, Law, Accounting, Economics, Finance, Human Resources or a related field and seven (7) years of experience in a water utility district or organization with increasing responsibility for managing a workforce.



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### Compensation and Benefits

The annual salary range for this role is **\$125,004 - \$300,000**. Compensation will be commensurate with the experiences of the selected candidate. For information regarding District benefits, visit [www.wwd.ca.gov](http://www.wwd.ca.gov).

### Application and Selection Process

This is a confidential process and will be handled accordingly throughout all phases of the recruitment and selection process.

Submittals from interested candidates are desired immediately but should be submitted no later than 5 p.m. on **July 15, 2024**. Candidates are strongly urged to apply early; evaluations of all potential candidates will be done throughout the recruitment process. Only a select number of highly qualified candidates will be invited to participate in the interview process.

An electronic version of all submittals is required. Interested candidates should apply immediately by sending via email a comprehensive resume and compelling cover letter (two-page maximum) to: [resume@wwd.ca.gov](mailto:resume@wwd.ca.gov) no later than **July 15, 2024**.

Candidates invited to the interview process will be required to submit a list of six work-related references (two supervisors, two direct reports, and two colleagues). References will be contacted after the interview process.



To learn more about Westlands, visit the District's Website at: [www.wwd.ca.gov](http://www.wwd.ca.gov)

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

For questions and inquiries, please contact Veronica Venegas (559) 241-6205 or [resume@wwd.ca.gov](mailto:resume@wwd.ca.gov).

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.

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

Westlands Water District is an Equal Opportunity/ADA Employer.