



Colorado River Board of California

EXECUTIVE DIRECTOR POSITION

No civil service eligibility required

The Colorado River Board is seeking a dynamic, knowledgeable, and enthusiastic self-starter with a proven track record to serve as its Executive Director.

The Colorado River Board of California (CRB) was established in 1937 by State statute to protect California's rights and interests in the resources provided by the Colorado River and to represent California in discussions and negotiations regarding the Colorado River and its management. California's rights and interests in the water and power resources of the Colorado River System are vital to the State's economy. Seven counties in Southern California, with a population of more than 18 million, receive water and hydroelectric energy from the Colorado River.

The Executive Director is responsible for the leadership and management of the CRB in fulfilling its mission with direction from its Board of Directors. The position is accountable for implementing policies and strategic initiatives, managing the assets and resources, and directing all administrative, operational, and financial activities consistent with the mission, goals, and objectives that are established by the Board of Directors.

JOB QUALIFICATIONS

- Plan, organize, direct, and coordinate the work of the staff of the Colorado River Board of California related to the study, development and operation of the Colorado River system; plan, organize, direct and coordinate projects involving the Colorado River Basin in the United States and Mexico that may impact California's rights and interests in the water, power, environmental and other resources of the Colorado River.
- Prepare reports, briefs and testimony related to such purposes as interstate and international controversies in the courts of the United States, including the Supreme Court, and for hearings before congressional, legislative, and other entities on water, power, environmental and other matters pertaining to the Colorado River Basin.
- Review and analyze Federal, State or other reports and make recommendations thereon as related to projects for control, conservation, and utilization of the Colorado River resources; prepare plans, proposals and recommendations for the guidance of the Colorado River Board.
- Represent CRB's position and interests as directed by the Board in hearings held by the state and federal legislatures, and in meetings with regulatory agencies, state and local governments, and outside interests.
- Direct the implementation of strategic responses to meet the CRB's mission statement. Develop and monitor short-and long-range plans to ensure the mission, goals, and objectives are appropriately addressed and managed.
- Represent the Colorado River Board and participate in negotiating sessions and conferences with representatives of other Colorado River Basin states, the United States government, Indian Tribes, agencies of the



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- states and other interested agencies regarding Colorado River related issues.
- Carry out delegated responsibilities to maintain the continuity of technical and administrative authority in all Colorado River Board matters.
- Oversee the development and implementation of changes in organization, staffing, and technology to ensure effectiveness and efficiency, and to reduce operational costs.
- Formulate and implement policies, set standards and procedures, and administer activities to ensure that CRB activities comply with applicable laws, regulations, policies, and procedures.
- Present annual budget for Board consideration and adoption, and monitor approved expenditures within the organization to ensure the most efficient use of resources and that budget adheres to established guidelines.
- Oversee staff, including the selection of employees, work assignments, training and development, conducting performance evaluations, and building a motivated, effective team to ensure that organizational goals for diversity, career development, productivity, performance management, and employee involvement are met.
- Perform other related duties as required.

THE IDEAL CANDIDATE

Possess Knowledge of:

- California and Colorado River water resource issues, systems, processes and functions
- State and federal regulations pertaining to the management of water and power
- Principles of business management

Possess Skills and Abilities to:

- Formulate and implement strategies, programs, policies, procedures, effectively articulate and implement organizational goals and objectives
- Prepare and deliver convincing, clear, concise, and well-organized professional presentations to management, employees, agencies, the Board of Directors, the media, and the public
- Effectively interface with external governmental and regulatory agencies, high-level officials, and the general public
- Demonstrate communication and negotiation skills and experience presenting issues

before a wide range of audiences, including a board of similar body

- Effectively lead and manage team demonstrating an ability to create a clear vision, set goals and expectations
- Use sound judgment in managing complex and varied programs

Desirable Qualifications:

- A bachelor's degree from an accredited college or university in Water Resources or a management related field including but not limited to Water Resource Management, Civil Engineering, Hydrology, Environmental Science, Business or Public Administration, Biological Science or Law.
- Ten years of increasingly responsible relevant experience in natural resources administration and policy affairs, extensive experience in managing consultants and contracts.
- Track record of stakeholder-based negotiations, staff and organizational



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development, labor negotiations and successful as a spokesperson and primary point of contact for media.

License Requirements

Valid California Class C driver's license

Physical Demands/ Work Environment

described here are representative of those that must be met or may be encountered by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job functions.

Physical Demands: Light

Work Environment: Primarily an indoor work environment typical of an office setting. The work environment may include some exposure to outside elements. Extensive travel to various sites on consecutive days by commercial carrier or personal vehicle requiring overnight stays.

Compensation and Benefits

The annual salary for this exempt civil service position ranges from \$111,480 to \$120,564 based on the candidate's qualifications, experience and salary history. Salary is supplemented by an excellent total compensation package which includes a retirement plan and benefits such as medical, dental, vision and life insurance, long term disability, travel expenses, vacation, holiday and sick leave.

HOW TO APPLY

Submit a State application form (Std 678), comprehensive resume, and cover letter by **Thursday, February 24, 2011 or until filled, to:**

Colorado River Board
770 Fairmont Avenue, Ste. 100
Glendale, CA 91203

ATTENTION: Gerrie Kemp

Only the most qualified candidates will be interviewed. Interviews are anticipated during late March 2011.

If you have any questions, please contact Gerrie Kemp, at (818) 500-1625 ext. 307 or by Email:

gerriek@crb.ca.gov