**ALAMEDA COUNTY WATER DISTRICT**

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INVITES APPLICATIONS FOR:

 **Water Conservation Specialist I**

 **$88,236-$107,255 annually plus benefits**

 **Final Filing Date:** Monday, June 29, 2020 at 5:00 p.m.

**THE POSITION:** The Alameda County Water District, located in Fremont, California, is seeking an exceptionally talented Water Conservation Specialist to develop, administer, and evaluate the District’s water conservation programs, including new program development, selection and management of consultants, budget preparation and tracking, report preparation and analyses, marketing and outreach plan development, program coordination with local and state agencies, and direction of seasonal and less-experienced staff.

Water conservation is a key component of ACWD’s long-term water management strategy to meet its water supply reliability goals. As part of its water conservation program, ACWD works with residential, commercial, industrial and large landscape customers to improve water use efficiency in the District’s service area. Examples of current conservation programs include: (1) rebates for the installation of water efficient devices and fixtures, (2) irrigation surveys for customers with large landscaped areas, and (3) on-site surveys for commercial and industrial customers. The Water Conservation Specialist will manage these programs as well as track and evaluate new technologies in water conservation for potential implementation.

Knowledge of water conservation technologies and practices is desirable, but is not as important as solid program administration experience, demonstrated project management skills, strong budgeting experience, excellent computer and writing skills, and the ability to work independently as well as establish and maintain effective working relationships with a wide variety of people.

**Education and Experience** - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:* Possession of a Baccalaureate degree from an accredited college or university with major course work in public administration, environmental studies, public relations, natural or physical science, landscape architecture, urban or regional planning, communications, political science, environmental engineering or closely related field with an emphasis on water resources related studies; no work experience required.

**Additional Requirements**: Must possess a valid California Driver’s license and a satisfactory driving record.

**Knowledge, Skills and Abilities:** *Knowledge of:* water conservation technologies and practices; principles and applications of public relations and outreach techniques; pertinent local, State, and Federal laws, ordinances, rules and regulations; principles and practices of contract administration; techniques for preparing and disseminating information and outreach materials; public speaking and presentation methods; principles of report preparation and statistical analysis; and correct English usage including spelling, grammar, vocabulary and punctuation.

*Skill and Ability to:* research, design, develop, and implement water conservation programs; develop and execute program marketing and outreach plans; apply principles and practices of contract administration; interpret and apply pertinent federal, state, and local codes, laws, and regulations; identify and interpret technical and numerical information; prepare and disseminate information and outreach materials; prepare technical reports, brochures, graphs and other materials; safely operate a vehicle and effectively operate a computer and other standard office equipment; communicate clearly and concisely, both orally and in writing; coordinate a variety of assignments with varied deadlines; establish and maintain effective working relationships with those contacted in the course of work; and perform essential duties of the job without causing harm to self or others.

 SELECTION PROCEDURE:

1. Application materials must be submitted online at www.acwd.org no later than 5:00 p.m., on Monday, June 29, 2020 at 5:00 p.m. Application materials must include a completed Alameda County Water District Employment application and Supplemental Questionnaire. Incomplete applications will not be given further consideration.
2. All applications will be evaluated, and candidates who present the best job-related qualifications will be invited to participate in the interview process.

***About The District***

The Alameda County Water District (ACWD) is a special purpose public agency which provides drinking water to over 357,000 people in the cities of Fremont, Newark and Union City (greater San Francisco Bay Area). ACWD supplies and treats water from three sources: 1) State Project water via the South Bay Aqueduct, 2) Hetch Hetchy water and treated local water purchased from the San Francisco Public Utilities Commission, and 3) groundwater from an aquifer recharged by both natural runoff and imported water flows. Annual average demand is 37 million gallons per day. ACWD has a staff of 234 employees and a budget of approximately $108 million. The District is headquartered in Fremont, CA. For further District information, visit our website at [www.acwd.org](file:///C%3A%5CUsers%5Cschallm%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CQOD0R3UQ%5Cwww.acwd.org).

**Employee Benefits**

**Health Insurance**: Coverage is provided through the CalPERS Health program. Employees contribute 1.0% of salary toward the cost of their medical benefits. Under the Cafeteria Plan, employees will receive a flex dollar allowance to purchase healthcare coverage, and qualifying voluntary products.

**Dental and Vision**: Coverage for the employee and eligible dependents is fully paid by the District.

**Retirement**: California Public Employees Retirement System (CalPERS) benefit depends on whether the employee is a "new" member or "classic" member under state law.

**Classic member**: Employee who is a member of PERS or reciprocal agency within six months of hire at ACWD. 2.5% @ 55 with 8% employee contribution. $5000 Retired Death Benefit, 3% Annual Cost-of-Living Allowance Increase, Post-Retirement Survivor Allowance to Continue After Remarriage, Pre-Retirement Death Benefits to Continue After Remarriage of Survivor, Additional Opportunity to Elect 1959 Survivor Benefits, 1959 Survivor Benefit Level 4, Unused Sick Leave Credit, Public Service Credit for Peace Corps, AmeriCorps VISTA, or AmeriCorps Service, Military Service Credit as Public Service, Final Compensation 1 Year, Post-Retirement Survivor Allowance, Prior Service.

**New member**: Employees hired after 12/31/12 that were not members of PERS or a reciprocal agency within the last six months of hire at ACWD. 2% @ 62 with 7% employee contribution. $5000 Retired Death Benefit, 1959 Survivor Benefit Level 4, 3% Annual Cost-of-Living Allowance Increase, Additional Opportunity to Elect 1959 Survivor Benefits, Final Compensation 3 Years, Military Service Credit as Public Service, Post-Retirement Survivor Allowance, Post-Retirement Survivor Allowance to Continue After Remarriage, Pre-Retirement Death Benefits to Continue After Remarriage of Survivor, Pre-Retirement Option 2W Death Benefit, Prior Service, Public Service Credit for Peace Corps, AmeriCorps VISTA, or AmeriCorps Service, Unused Sick Leave Credit.

**Social Security/Medicare**: The District does not participate in Social Security, but provides a 1.45% matching Medicare contribution.

**Retiree Health Benefits**: Coverage is provided through the CalPERS Health program. The District’s contribution for retiree coverage shall be the PEMHCA minimum contribution as determined by CalPERS on an annual basis. Please refer to the Memorandum of Understanding for various eligibility and plan details.

**Employees hired on or after January 1, 2019 will receive a defined-contribution benefit into a retiree health savings account.**

**Life Insurance**: The District provides you with Basic Life Insurance and Basic AD&D Insurance of one and one half times your annual salary to a maximum of $250,000. There is no cost to employee for this insurance.

**Long Term Disability**: The District provides you with Long Term Disability Income Insurance of 66 2/3% of monthly earnings with a maximum monthly benefit of $15,000.

**Short Term Disability**: Coverage is provided through the District for employees working more than 20 hours per week at 66 2/3% of base weekly earnings for the first 12 weeks up to a weekly benefit maximum of $2,350.

**Deferred Compensation**: Optional deferred income plans allowing tax sheltering of current income and payment later as supplemental retirement income. The District pays a match of up to $1,750 per year to the employee’s 401(a).

**Vacation**: 10 days first year, increasing to 25 days after 20 years

**Holidays**: 11 days per year

**Sick Leave**: 12 days per year

**Management Leave**: 80 hours to 96 hours of Management Leave per calendar year (depending on classification).

**Employee Assistance Program**: Up to 6 sessions for employees and family members for professional consultation and short-term counseling for personal problems.

**Tuition Reimbursement**: The District will reimburse 100% of the total tuition and textbook costs incurred in taking courses outside of normal working hours related to District employment up to an annual maximum of $5,250.

***Employment Information***

1. Employment offers are normally made following the conduct of a reference check and are always contingent upon successful completion of a job-related pre-employment physical exam, which may include a drug screen, as well as a security background check. These exams are administered by the District at no cost to the applicant. *All District employees are subject to the District’s drug and alcohol policies.*
2. Employment is made contingent upon verification of identity and legal right to work in the U.S.A. pursuant to federal law, and the signing of a loyalty oath pursuant to state law.

*Note: The information contained in this announcement is subject to change and does not constitute either an expressed or implied contract* ***M/C/P***