



CENTRAL MARIN SANITATION AGENCY

***ANNOUNCING AN EXCITING
EMPLOYMENT OPPORTUNITY***

LABORATORY DIRECTOR



The Central Marin Sanitation Agency is an equal opportunity employer encouraging workforce diversity.

Deadline to apply:
December 13, 2016

Recruiting Services
Provided by
Koff & Associates

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.

The Opportunity

Central Marin Sanitation Agency (CMSA) is recruiting for an experienced Laboratory Director. Under direction from the Technical Services Manager, manages, plans, and supervises all aspects of the Agency's Environmental Laboratory, including budgeting, planning, training, and supervision of staff. Responsibilities include preparation and implementation of operating procedures for administering functions of the laboratory and preparing the Agency's laboratory and NPDES regulatory reports for the Regional Water Quality Control Board, State Water Resources Control Board, Environmental Protection Agency, and local agencies.

Marin County

CMSA is located in San Rafael, the commercial and governmental center of Marin County, just north of San Francisco.

Famous for its favorable climate, Marin County showcases many cultural and natural attractions. San Rafael offers a lively urban environment while retaining the ease and comfort of small town life. The city boasts a wide choice of entertainment and cultural activities and is home to several top rated schools. Marin County offers a wealth of recreational opportunities, including road biking in West Marin, hiking on Mt. Tamalpais and China Camp State Park, mountain biking on a variety of beautiful trails, birdwatching at the bird and wildlife sanctuary, enjoying sun and surf at local beaches, or golfing at one of several golf courses with panoramic views of forests, untouched mountains, and cascading creeks. For more reflective outings, one may visit Mission San Rafael and the Falkirk Mansion and Art Gallery.

Marin County is only a twenty-minute drive from San Francisco, with all of its cultural and culinary flair. It's also the gateway to an immense variety of other world-famous destinations – giant redwoods, California's famous wine country, national seashores, and all the places in between.

The Organization

CMSA is a joint powers agency (JPA) formed in 1979 by its JPA member agencies, which include special

districts and municipalities in the San Rafael and Ross Valley areas of central Marin County.

CMSA's service area population is currently 105,000, consisting of residences and businesses, and includes educational, hospital, and correctional facilities. CMSA was originally formed for the purpose of constructing and operating a regional wastewater treatment facility, which began operation in 1985. In addition to wastewater and biosolids treatment and disposal, CMSA provides a variety of other environmental services to local agencies, which include the operation and maintenance of wastewater collection system infrastructure, leading a county-wide public education program, and regulating many different types of businesses in central Marin.

CMSA strives to be a high performance utility, with a vision of being an industry leader, providing efficient wastewater services while remaining fully compliant with regulations, in an economically and environmentally sustainable manner. CMSA believes quality service begins with quality people, and the staff are wastewater professionals who focus their energy and expertise on providing excellent environmental services. CMSA is fully committed to the principle of continuous improvement, and in the past several years has completed or initiated a number of exciting, innovative projects to improve its operations. This trend will continue into the future, with a part of CMSA's annual budget dedicated to its capital improvement program.



The ideal candidate will...

- Possess a deep understanding of the processes and procedures required to effectively and safely run a laboratory.
- Apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, permutations and statistical theory.
- Apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with abstract and concrete variables.
- Interact with others (co-workers, supervisors, subordinates, vendors, members of the public) in a professional manner;
- Accept constructive criticism from supervisors, peers, and subordinate employees
- Recognize the need for, and to seek, assistance or clarification as needed
- Work independently
- Handle work-related stress in a professional manner
- Prioritize assignments and meet deadlines
- Read, analyze, and interpret complex scientific and technical journals and procedures, governmental regulations, and legal documents.
- Respond to inquiries or complaints from customers, regulatory agencies, or members of the public.
- Effectively present information to management, public groups, and/or governing boards.

Key Responsibilities

- Develops and implements goals, objectives, policies, procedures, and schedules for the environmental laboratory activities and regulatory reporting functions.
- Prepares routine and periodic reports to comply with NPDES permit and other regulatory requirements.
- Assists with preparing and monitors the annual budget; prepares justification and recommendation for purchase of laboratory equipment, materials, and supplies.
- Participates in Agency related committees, training, staff functions, and governing board meetings.
- Serves on the Agency Process Control Team, and collaborates with the team and Operations to devise strategies to address process issues and optimize treatment facility performance.
- Serves as the Agency's representative with the Regional Water Quality Control Board, Bay Area Clean Water Agencies, and US EPA regarding NPDES permit issues.
- Administers the Agency's laboratory compliance programs, ensuring that regulatory reporting and compliance requirements are met.
- Maintains or directs the maintenance of accurate laboratory procedures, records, and files.
- Plans, designs, modifies, and implements the Agency's environmental laboratory program to ensure compliance with federal, state, and local regulations.
- Manages, directs, and implements laboratory services for performing chemical, biological, and bacteriological analyses of water, wastewater, industrial wastes, and related materials.
- Ensures facility process control monitoring is performed in accordance with operational needs as well as local, state, and federal regulations.
- Monitors the work of contract laboratories performing NPDES permit testing.
- Implements and reviews the quality assurance programs to meet EPA, NPDES, and other regulatory requirements, and oversees the implementation of necessary changes.

- Assures the continuance of the Laboratory's Environmental Laboratory Accreditation Program (ELAP) certification.
- Performs sample collection, analysis, and reporting as needed.



Qualifications

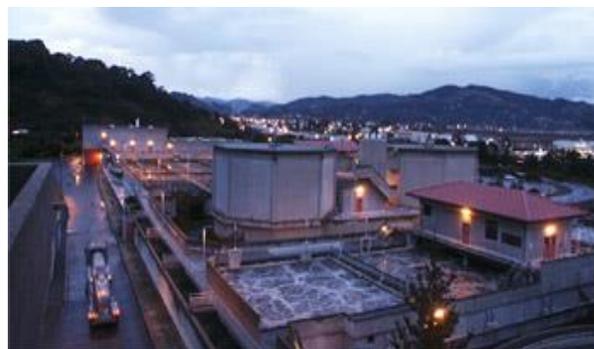
- Completion of four years of college or university studies, resulting in graduation or its equivalent, with major course work in chemistry, biology, environmental studies, bacteriology, microbiology or a similar science. An advanced degree in one of the listed educational specialties is desirable.
- Five years of professional level environmental laboratory experience, including at least two years in a supervisory or management capacity. Experience in a water or wastewater treatment laboratory and environmental compliance program is preferred.
- Must possess a Grade III Laboratory Analyst certificate issued by the California Water Environment Association, or obtain the certification within eighteen (12) months of employment. Must obtain a Grade IV Laboratory Analyst Certification within 24 months of employment. Must possess a valid California class C driver's license, have a satisfactory driving record, and continue to meet CSRMA driving standards.

Compensation & Benefits

The monthly salary range is \$10,090 - \$12,265.

The Agency offers a generous and competitive benefits package including:

- ❖ **Retirement:** The Agency contracts with CalPERS for retirement benefits.
Classic Members: 2.7% @ age 55
PEPRA Members: 2% @ age 62
The Agency does not participate in Social Security.
- ❖ **Health Insurance:** CalPERS medical for employee and dependents (based on the Kaiser Bay Area rate).
- ❖ **Dental & Vision Insurance:** Fully paid by the Agency.
- ❖ **Long Term Disability:** The Agency provides a fully paid long term disability program for the employee.
- ❖ **Life Insurance:** The Agency provides fully paid term life insurance in the amount of \$100,000.
- ❖ **Vacation Leave:** 0-3 years of employment = 10 days; after 3 years up to 7 years = 15 days; after 7 years = 20 days.
- ❖ **Sick Leave:** Accrued at one day per month (12 days per year).
- ❖ **Administrative Leave:** Two weeks per year.
- ❖ **Holidays:** 13 holidays per year (includes three floating holidays).



Important Application Information

To apply for this opportunity, please submit a cover letter, resume, and signed application by email to infokoff@koffassociates.com. Please visit Koff & Associates' website at www.koffassociates.com to download an Agency application. As an alternative, you can mail the completed application materials to Koff & Associates, 2835 7th Street, Berkeley, CA 94710.

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