



California Association of Sanitation Agencies

Executive Director Opportunity

About CASA

CASA has been a leader for clean water agencies for over 60 years. The association is dedicated to advancing wastewater interests, including the recycling of wastewater into usable water, generation of renewable energy, beneficial reuse of biosolids, and recovery of other valuable resources.

CASA represents over 120 public agencies. Members include agencies involved in the collection, treatment or disposal of wastewater, and resource recovery or water recycling. Membership has grown to include over 70 associate private sector entities also involved in the water quality field.

Mission

CASA provides leadership, advocacy and information to its members, legislators and the public and promotes partnerships on clean water and beneficial reuse issues that protect public health and the environment.

Vision

CASA is the most trusted and valued influence on clean water and renewable resource law, regulation and policy on issues important to CASA members and the public they serve.

About the Position

The Executive Director will set the direction for the Association and lead the implementation of the strategic vision to advocate effectively to ensure its members can continue to provide critical environmental and public health services to millions of Californians.

Under the general direction of a 13-member Board of Directors, the Executive Director will serve as Chief Executive Officer of the Association. They will be responsible for the implementation of all Association policies and procedures, oversight of all financial activities, and the efficient and economical performance of the Association's operations.

The Executive Director

- Directs and coordinates the development and implementation of goals, objectives, personnel and programs for the Board of Directors and the Association; develops administrative policies, procedures, job descriptions, and work standards to ensure that the goals and objectives of the Association are met and that personnel, programs and professional service providers deliver mandated services in an effective, efficient, and economical manner; and evaluates and approves all invoices from the professional services providers prior to payment.
- Acts as the official representative of the Association and the Board of Directors in meetings with governmental agencies, community groups, and various businesses, professional, educational, regulatory and legislative organizations through attendance at conferences, making presentations and participation on panels at conferences and seminars.
- Reviews and approves information and materials posted on the Association website, Association Facebook and e-news. Serves as the spokesperson and liaison for all media inquiries on Association efforts and clean water issues.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the Association.
- Oversees the selection, training, professional development, and work evaluation of Association staff and professional service providers; oversees the implementation of effective employee relations and related programs; provides policy guidance and interpretation to staff.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials. Jointly, with the President and/or Secretary Treasurer, transmits official correspondence of the Association, and jointly, with designated officers, executes legal documents.

The Ideal Candidate Possesses

- A progressive management style with the experience necessary to direct a highly visible Association.
- The poise and charisma to be the external voice of the Association and its constituents; the political astuteness to understand the perspective of others and the ability to forward the interests of the Association.
- The ability to quickly analyze situations, identify the most critical issues, and develop priorities and appropriate course of action.
- A knowledge of current environmental issues facing California issues and the skillset to address them.
- Experience, skill, and passion around building and enabling business process improvements to keep CASA a modern and progressive organization. The ability to identify opportunities and pinpoint problems to maximize efficiency and deliver quality customer service. A track record of engaging employees in process improvement efforts.
- Demonstrated experience in personnel management that displays a balanced approach between equity and firm decision-making while acknowledging and recognizing performance accomplishment and success.
- Active and genuine commitment to inclusion and equity in the workplace and encouraging high performing teams.

Minimum Qualifications

Equivalent to graduation from a four-year college or university with major coursework in business, public administration, engineering, finance, public policy, management, or a related field, and five (5) years of management or administrative experience in an association, public agency or advocacy setting. Possession of an appropriate advanced degree and experience in working with a Board or Council is desirable.

License

Valid California class C driver's license with satisfactory driving record may be required to effectively meet the mobility demands of the position.

Compensation & Benefits

The base salary for this position will be **\$195,000 to \$225,000** annually depending on qualifications.

For more information on benefits, please visit K& Recruiting's site at: <http://koffassociates.com/jobs>.

Application Process

To apply for this outstanding opportunity, please visit <http://koffassociates.com/jobs>. You may also mail your cover letter and resume to Koff & Associates, 2835 Seventh Street, Berkeley, CA 94710. If you have any questions, please email the Koff & Associates recruitment representative, Richard O'Donnell, at rodonnell@koffassociates.com

Deadline to apply is Monday, May 20th.



*CASA is an
equal employment
employer encouraging
workforce diversity.*

