



Executive Director

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THE AGENCY – The First and Largest Utility Emergency Association in California

The Governor of California chartered the California Utilities Emergency Association in 1952 as part of the State's Civil Defense Plan. The Association was created by a Joint Powers Agreement to represent California utilities on emergency related issues. In March of 1998, CUEA received federal tax-exempt status as a 501(c)4 corporation. In January of 1999, CUEA received State Tax Exempt status. CUEA began with four members and has grown to include nearly 100 members. Members of CUEA represent the following utility sectors: water, wastewater, electric, gas, telecommunications (including wireless) and pipeline. From the Pacific Ocean to the Nevada border and from Mexico to Oregon, CUEA Members service the entire state.

Being co-located at Cal OES headquarters in Mather, California allows CUEA immediate access to regional, State and Federal information. CUEA, via the Executive Director, actively participates in Senior Leadership and Executive level planning sessions and working groups. The Executive Director serves as the Cal OES Utilities Branch Liaison at the State Operations Center or one the Regional Operations Centers, representing the CUEA Member utilities.

Governance

CUEA is governed by a cohesive twelve (12) member Board of Directors elected by the membership.

The Position

The Executive Director is an exempt at-will position, works at the direction of the Board of Directors, and is responsible for the Association's day-to-day activities and operations as well as providing insights and vision for the direction and future of the organization. The Executive Director is required to be in Sacramento (particularly mid-week) to attend legislative hearings representing CUEA to the Administration and other stakeholders, as required. The Association Office is located in Mather, CA. It is important to keep the Board updated by providing regular reports verbally and in writing.





Other duties include, but may not be limited to the following:

- Manage and maintain (or oversee) all of CUEA's correspondence and files; coordinate corporate and association administrative business (e.g., elections, bylaws, policies and procedures, corporate filings, quarterly newsletter, annual report, magazine etc.).
- Support CUEA's public relations and membership recruitment/retention activities and programs, including education and training programs.
- Conduct an annual dashboard review of the Association's performance against the goals and objectives outlined in the strategic plan to ensure implementation and deliverables.
- Supervise the work or services of two internal staff, partner agencies, and consultants.
- Prepare and distribute, or review, all outgoing communications and mailing; respond to member and public inquiries and requests for information.
- Organize and prepare agendas and staff reports for all Board meetings including preparation, distribution, and posting of Board agenda packages.
- Manage and maintain the CUEA web site and various member's lists.
- Ensure that CUEA is adequately represented at all significant hearings, including the use of the Legislative Committee or Board Members for this purpose; coordinate preparation of legislative correspondence, written testimony and verbal communications; provide direct legislative information, regulatory monitoring, advocacy, and inter-agency communications with interface to CUEA members; and build relationships with staff and members of Senate and Assembly Local Government Committees, and any other legislative committees pertinent to CUEA's mission.

- Serve as the Legislative Committee Chair, and prepare staff reports, meeting packages and meeting summaries for the Legislative Committee. Provide support for Legislative Committee work groups and maintain Capitol Track daily legislative update.
- Establish and maintain working relationships with various associations representing governmental associations, non-profits, and other agencies.
- Manage the logistics and finances of the annual conference, workshops, and educational programs.
- Accept all other duties as assigned by the Board.

THE IDEAL CANDIDATE

The ideal candidate will be a dynamic, confident, and experienced professional able to provide guidance and direction in key areas of emergency response and disaster recovery. The successful candidate will be politically astute, approachable, and have excellent communication and interpersonal skills, able to build long-term business relationships with key stakeholder and partnering agencies. This position will require technical knowledge of mission-based fundamentals, strong organizational skills, and the ability to initiate and complete projects and programs. As the Association is membership-based, the ideal candidate will need to be someone who is inspirational, energetic, and has a vision to set the tone for current and future needs, assuring growth and value to its members and partners. The ideal candidate will possess general technical knowledge and abilities of the utilities industry.



CORE COMPETENCIES

- Knowledge of local utilities agencies, Cal OES, and CPUC and background in emergency response and disaster recovery.
- Fluency with the state legislative process.
- Not-for-profit association management.
- Production and financial management of conferences and workshops.
- Effectiveness with a large Board of Directors.
- Effectiveness with elected officials.
- Performance of day-to-day administrative tasks.
- Superior communication and interpersonal skills (both verbal and written).

- Strategic planning and implementation.
- Political acumen and awareness, while remaining apolitical.

SALARY AND BENEFITS

The salary range for the Executive Director is \$175,000 - \$185,000 (depending on directly related experience).

Benefits package is under Board review and is negotiable.

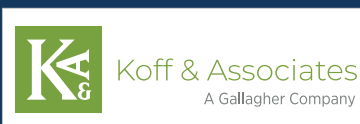
Application Process

This final filing date is June 28, 2024.

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/cuea-executive-director/>

Resumes should reflect years and months of positions held.

For additional information, please contact:



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Website: <https://koffassociates.com/opportunities/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the agency. The agency will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.

