



CENTRAL MARIN SANITATION AGENCY

ANNOUNCING AN EXCITING EMPLOYMENT OPPORTUNITY



**Regulatory
Compliance
Manager**



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

The Opportunity

Central Marin Sanitation Agency (CMSA) is recruiting for a Regulatory Compliance Manager position that is responsible for all laboratory, source control and storm water activities of the Agency, and reports directly to the Assistant General Manager / Technical Services Manager. This position oversees the preparation of the Agency's laboratory and NPDES regulatory reports.

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 range 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 numerous beautiful trails, 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 across the Golden Gate Bridge from San Francisco, with all its cultural and culinary flair. It's also the gateway to an immense variety of world-famous destinations – the giant redwoods, Napa and Sonoma's beautiful wine country, a number of national parks and seashores, and many charming towns.



The Organization

CMSA began operation in 1985 providing services to a population of approximately 105,000, consisting of residences and businesses, and includes educational, hospital, and correctional facilities. In addition to wastewater and biosolids treatment and reuse, CMSA has successful organic waste receiving and renewable power delivery programs, and since 2024 is one of only a few energy-positive wastewater facilities in the Country. CMSA also provides a variety of other environmental services to local agencies. These include the operation and maintenance of wastewater collection system infrastructure, leading an award-winning county-wide public education program, and regulating many different types of businesses in central Marin County.

CMSA's vision is to be a forward-thinking organization by providing innovative and effective wastewater services, capturing and utilizing renewable resources, and implementing sustainable solutions for an enhanced quality of life. CMSA believes quality service begins with quality people, and the professional staff focus their energy and expertise on providing excellent environmental services. CMSA is fully committed to the principle of continuous improvement, and achieves this through a multi-year strategic plan and annual supporting business plans.

The ideal candidate will:

- Be well-versed in all aspects of laboratory operations and have familiarity with environmental compliance programs.
- Be skilled in addressing technical, financial, management, organizational, and administrative issues.
- Bring strong leadership capabilities to solve problems, build consensus, provide effective feedback, and establish a climate of openness and mutual respect.
- Establish rapport and strong professional working relationships with internal and external stakeholders.
- Value teamwork and collaboration.
- Demonstrate commitment to the training and development of staff.
- Carry out management responsibilities in accordance with established policies and procedures.
- Enjoy working in an office and helping to resolve various problems.
- Possess excellent verbal, presentation, and written communication skills.
- Supports and practices the philosophy of continuous improvement.

Key Responsibilities

- Oversees the Agency's environmental laboratory program to ensure compliance with federal, state, and local regulations.
- Assures the continuance of the Laboratory's Environmental Laboratory Accreditation Program (ELAP) certification.
- Oversees the development of laboratory and environmental compliance budgets and reports.
- Represents Agency with the Regional Water Quality Control Board, Bay Area Clean Water Agencies, and US EPA for NPDES permit issues.

- Participates and works with other public agencies and groups as needed.
- Coordinates activities with operations, maintenance, business services, and member and contract agencies.
- Coordinates preparation of the Agency's Self-Monitoring Report (SMR) and Discharge Monitoring Report (DMR). Serve as a backup Legally Responsible Official (LRO) for CMSA SMR and DMR submittal.
- Interprets and applies the Agency's Personnel Policies and Procedures, Memoranda of Understanding with the bargaining unit, and employment laws.
- Advises staff on policies and procedures.
- Ensures staff receive appropriate training, and follow all safety work practices, policies, and procedures.
- Oversees the Source Control program including industrial waste, fats, oils, grease, and dental office inspections, permitting, and enforcement of discharge violations.
- Serves as the Source Control and Storm Water Program LRO to the State and Regional Water Quality Control Boards.
- Oversees the maintenance of work records and documents; prepares, maintains, and validates reports for regional, state and federal agencies.
- Manages the Source Control and Storm Water programs for regulatory compliance.
- Maintains and updates the Agency's Sewer Use Ordinance and Enforcement Response Plan.





Qualifications

- Five (5) years of environmental laboratory experience including at least two (2) years in a supervisory or management capacity.
- Baccalaureate Degree with major coursework in chemistry, biology, environmental studies, microbiology or similar science field from a four-year college or university. An advanced degree is desirable.
- CWEA Grade III Laboratory Analyst within 18 months of employment, Grade IV within 24 months.
- Experience with environmental compliance programs is desirable

Compensation & Benefits

The monthly salary range is **\$16,413 - \$19,950**.

The Agency offers a generous and competitive benefits package including:

- **Retirement:** The Agency contracts with CalPERS for retirement benefits.

APPLICATION PROCESS

Final Filing Date is January 14, 2026

To be considered, please submit a CMSA application, cover letter and resume:

<https://koffassociates.com/regulatory-compliance-manager/>

Resumes should reflect years *and* months of positions held, as well as size of past organization(s).

Classic Members: 2.7% @ age 55

PEPRA Members: 2% @ age 62

The Agency does not participate in Social Security.

- **Health Insurance:** CalPERS medical for employees and dependents (based on the Kaiser Bay Area rate).
- **Dental & Vision Insurance:** Fully paid by the Agency.
- **Life Insurance:** The Agency provides fully paid term life insurance in the amount of \$100,000.
- **Long Term Disability:** The Agency provides a fully paid long term disability program for the employee.
- **Vacation Leave:** 0-3 years of employment = 10 days; after 3 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).

For additional information, please contact:



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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 Agency interviews. Extensive reference and background checks will be completed on the selected candidate.