



LEADERSHIP • PARTNERSHIP • STEWARDSHIP

Board Secretary





THE WEST VALLEY WATER DISTRICT

Located in Rialto, California in San Bernardino County, West Valley Water District (District) has served the Southern California communities of Bloomington, Colton, Fontana, Rialto, unincorporated areas of San Bernardino County, and Jurupa Valley since 1952. During its early years, the District supplied more water for agricultural purposes than for domestic use. During the 1970s and 1980s, the District grew, and homes, businesses, schools, and parks soon surpassed agricultural water use. There were mergers where smaller water companies became a part of the District's system. Over the years, through name changes and consolidations, the mission has always remained the same: West Valley Water District provides our community with high quality and reliable water service in a cost effective and sustainable manner.

As the region continued to grow, the District continued to look ahead and partner with others to provide essential water services. In 1992, the District was a key partner in building five miles of new pipelines to bring much-needed water from the Bunker Hill Basin to the District's service areas. In 1993, the District partnered with the City of Rialto to build the Oliver P. Roemer Water Filtration Facility (Roemer WFF) which treats water from both Lytle Creek and the State Water Project. The Roemer WFF has been expanded twice, including a hydroelectric generation plant, and construction of a \$60M expansion to 21mgd now almost near completion. The District's innovation and stewardship was on full display in 2016 as the nation's first perchlorate treatment facility was brought online to bring clean water directly to customers using bioremediation technology.

Today, the region continues to grow and prosper with new businesses, schools, parks, and home developments. The District now serves nearly 100,000 customers over a 32 square-mile area with 23 wells, 360 miles of waterline, 26 reservoirs, and a talented, high-performing staff of 89. Now, with new leadership and direction, the District is experiencing a renaissance as it advances as a regional leader, a preferred workplace, and a model water utility that is innovative, customer-service oriented, and results-driven. It is one that is recognized for its leadership, partnership, stewardship, and excellence.

GOVERNANCE and TRANSPARENCY

The District's Board of Directors consists of five members from our community who are elected by Division. Each Director serves a term of four years, with terms overlapping. The Board of Directors develops the policies that govern the District. The District General Manager is appointed by the Board to oversee the day-to-day operations of the District in accordance with the policies and procedures established by the Board. The District currently has an annual budget of \$38M and \$163.8M budgeted in the 5-year CIP.

As a public agency, the District's Board of Directors, Management, and Staff are committed to the highest levels of transparency and accountability regarding all District operations and business practices. This was recently validated by the Government Finance Officers Association which just awarded the District the exclusive Triple Crown award for excellence in financial reporting across multiple spectrums.

To learn more about the West Valley Water District, go to:
www.wvwd.org

AN OUTSTANDING CAREER OPPORTUNITY

Under general supervision from the Board of Directors, and occasional direction from the General Manager, to plan, organize, and oversee the activities, services, and operations of the Board Secretary function, including preparation of Board agenda packets, minutes, actions, ordinances, and resolutions, and maintaining official District documents and records, providing professional and complex administrative support to the Board of Directors and the Administration Department.



ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Plan, manage, and oversee the daily functions, operations, and activities of the Board of Directors, including the development of Board agenda packets, administration of filings, and records.
- Assess and work to maintain compliance with the Board Policies, Procedures Manual, and the Records Management Program.
- Provide a wide range of general, technical, specialized, and professional support to the General Manager and the Administration department.
- Prepare and assist in the preparation of a variety of correspondence, agendas, policies, ordinances, procedures, plans, reports, surveys, summaries, special projects, work plan goals, presentations, and other work products.
- Schedule appointments and maintain the Board of Directors' calendars; coordinate meetings between the Board of Directors and internal staff and representatives of outside agencies and oversees meetings logistics. Maintain and coordinate calendars for the department.
- Attend Board of Director's meetings, records official proceedings, prepare Board packets, public notifications, agendas, minutes, and other documents. Certify ordinances, resolutions, agreements, actions, and other official documents.
- Administer the public hearing process for the District Board meetings, including development of public hearing packets and public notices of hearings in accordance with the various government code requirements and legal deadlines.
- Coordinate travel arrangements, seminars, workshops, and conferences attended by the Board of Directors and the Administration Department.
- Participate in the development and administration of the annual budget.
- Oversee the operations of the District-wide records management program and records preservation and destruction. Set and ensure legal compliance retention schedules for District records. Develop and update records retention policies and procedures.
- Ensure compliance with the Public Records Act, the Freedom of Information Act, and the Brown Act, Review and monitor legal requests for records.
- Serve as Elections Officer for District including issuing candidacy papers, processing related paperwork and ensuring legal requirement, and assist in the orientation of newly elected Board members.
- Update and prepare the biennial filing of the Conflict-of-Interest Code to ensure District compliance.
- As FPPC Filing/Compliance Officer, analyze and ensure compliance with local, state, and federal laws pertaining to statements of economic interest, Board member elections and campaign financing, and advises the Board of Directors and General Manager regarding the requirements of such legislation. Notify affected parties of Fair Political Practices Commission (FPPC) requirements and deadlines Ensure filing deadlines are met and answer questions regarding filing issues from the Board of Directors.

- Monitor changes in laws, regulations, and technology that may affect District or program operations and implement policy and procedural changes, as required.
- Perform other duties as assigned.

THE IDEAL CANDIDATE

The ideal candidate will be an innovative, diplomatic, and flexible professional. As a problem solver with excellent verbal and written communication abilities, the successful candidate will have the necessary interpersonal skills to build positive working relationships with staff, department heads, leadership, and elected officials. The successful candidate will be solutions oriented, have strong political acumen, and have the ability to adapt to changing and competing priorities. A background in public sector rules and legal requirements, policy administration, and the ability to deliver information concisely and strategically are key. The ideal candidate will possess a passion for public service, pursuing professional success and efficiencies in alignment with the mission of the District. The incumbent will be self-motivated with good judgment and high ethical standards.

Key Attributes and Characteristics

- The ability to lead through consultive communication, self-awareness, and building solid interpersonal relations.
- A growth mindset, including personal and professional development.
- A consultive and active listening style of communication.
- A creative approach to problem solving.
- A collaborator and consensus builder with a skill set to look at situations from different perspectives, assess, and find solutions and positive results.

MINIMUM QUALIFICATIONS

A candidate's qualification for the role is determined through a combination of the candidate's education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position. However, all candidates must meet each of the following minimum qualifications, except where any specific qualification is described as preferred/desirable or is described as an alternative to another minimum qualification:





- **Long-Term Disability Plan** – Becomes effective the first of the following month after thirty (30) days of employment.
- **Life Insurance Plan** – Becomes effective the first of the following month after thirty (30) days of employment. The coverage through The Standard provides a flat amount policy for both Basic Life and AD&D covered for \$300,000.
- **Employee Assistance Program (EAP)** – Becomes effective the first of the following month after thirty (30) days of employment.
- **Tuition Reimbursement Program** – Up to \$5,000 annual tuition per fiscal year.
- **Sick Leave** – 96 hours of sick leave per year
- District employees receive 13 holidays per year plus two (2) floater holidays.
- **Annual Vacation Accrual** – 80 hours per year
- **Administrative Leave** – 80 hours
- **4/10 work schedule** (Monday – Thursday)

(District pays the total cost of the above benefits)

- **Public Employees' Retirement System (PERS)** – effective first day of work. Under the Public Employees' Pension Reform Act (PEPRA) of 2013, new members will be provided the 2% at 62 retirement formula with an employee contribution of 7.75% of the annual salary. However, if confirmed as a Classic Employee with PERS, your formula will be 2% at 55 and District will pay both the Employer and Employee portion of this benefit.
- **Social Security and Medicare** – employees contribute their portion of this benefit.
- In addition, a 457 retirement plan, supplemental Insurance and credit union services are offered for voluntary participation.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Friday, May 8, 2026.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/wwd-board-secretary/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed.

For additional information, please contact:



Frank Rojas
(510) 495-0448
frank_rojas@ajg.com

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

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 executive recruiter. Koff & Associates will report the results to the District. The District will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

Education:

- An Associate's degree in business, accounting, public administration, information technology, computer science, liberal arts, or other applicable field.
- A Bachelor's degree is preferred.
- A Board Secretary / Clerk Certificate issued by the California Special Districts Association and/or a Certified Municipal Clerk (CMC) certification from the International Institute of Municipal Clerks is strongly preferred.
- Five (5) years of progressively responsible experience in providing administrative support and assistance to a high-level executive or administrator, including preparing minutes and agendas for a board.
- Three (3) years+ of experience with a government setting and elected and appointed officials.

Licenses, Certificates; Special Requirements:

- California Notary Public within six (6) months from date of hire.
- Board Secretary / Clerk Certificate issued by the California Special Districts Association is required to advance more than two steps from the step indicated on the start date and not to exceed Step 10. This certification is not required if the CMC certification has been obtained.
- Certified Municipal Clerk (CMC) certification from the International Institute of Municipal Clerks is required to advance beyond Step 10.

SALARY AND BENEFITS

The salary range for this position is \$103,730 - \$146,557.

The Benefits Package for the Board Secretary includes:

- **Health Insurance** – Becomes effective the first of the following month after date of hire for self and family.
- **Dental Insurance** – Becomes effective the first of the following month after date of hire for self and family. Coverage includes orthodontic benefits after one year of employment.
- **Vision Service Plan** – Becomes effective the first of the following month after date of hire for self and family.