



CITY OF
PASADENA

WATER RESOURCES & PLANNING MANAGER

\$180,558 - \$225,697 Annually



Koff & Associates
A Gallagher Company

THE CITY

Pasadena, California, is a vibrant and diverse community located at the base of the San Gabriel Mountains, just northeast of downtown Los Angeles. Internationally recognized for the Tournament of Roses Parade and Rose Bowl Game, Pasadena offers an exceptional quality of life, blending historic charm, cultural richness, and innovation. The city is home to world-renowned institutions, including the California Institute of Technology (Caltech) and Jet Propulsion Laboratory (JPL), as well as thriving business districts, distinctive neighborhoods, and an active arts and cultural scene.

As a full-service municipal organization, the City of Pasadena is committed to providing high-quality services through a collaborative, forward-thinking, and customer-focused approach. Residents enjoy outstanding parks and recreational amenities, acclaimed museums and theaters, excellent educational opportunities, and a strong sense of community engagement. With its reputation for excellence, innovation, and public service, Pasadena continues to be one of Southern California's most desirable places to live, work, and visit.

THE GOVERNMENT

The City of Pasadena operates under a council-manager form of government and is recognized for delivering high-quality municipal services through a collaborative and customer-focused organization. The City provides a full range of services to its residents and businesses through departments, including Finance, Fire, Housing, Human Resources, Information Technology, Parks, Recreation and Community Services, Public Library, Planning and Community Development, Police, Public Health, Public Works, Rent Stabilization, Transportation, and Water & Power. Pasadena's leadership is committed to fiscal stewardship, operational excellence, innovation, and community engagement, ensuring services are responsive to the evolving needs of one of Southern California's most dynamic communities.

Supporting a population of approximately 170,000 residents, the City organization is dedicated to preserving Pasadena's unique character while advancing strategic initiatives that promote economic vitality, public safety, sustainability, and exceptional quality of life. Pasadena's reputation for professional leadership, forward-thinking management, and service excellence has made it a destination employer for public sector professionals seeking meaningful opportunities to serve a vibrant and engaged community.

THE DEPARTMENT

The Pasadena Water and Power Department is a community-owned municipal utility that provides water and electricity to its customers. Its priorities include reliability, quality, customer responsiveness, competitive rates, and environmental stewardship to ensure sustainability and growth in the future. The Water Resources and Planning division oversees the water resource planning, groundwater sustainability initiatives, regional water management, and capital investments that support reliable service and long-term resiliency. Through collaboration with regional partners, and as a member agency of The Metropolitan Water District of Southern California and the Raymond Basin Management Board, Water Resources and Planning works to secure and manage Pasadena's water future while ensuring compliance with evolving regulatory requirements and advancing innovative solutions for sustainable water management.



THE POSITION

The City of Pasadena is seeking an exceptional Water Resources and Planning Manager - a visionary planner, skilled collaborator, strategic thinker, and regional leader - to help shape Pasadena's water-resilient future. This is a senior leadership opportunity for an experienced professional who is passionate about sustained water reliability for our communities, regional collaboration, and data-driven decision-making.

This position serves as the head of Water Resources and Planning at Pasadena Water and Power (PWP) and plays a critical role in advancing our mission to provide safe, reliable water with superior customer service at competitive rates. If you are looking for a role where you can shape regional water strategy, oversee major planning initiatives, and provide senior management-level leadership, this is an exceptional opportunity.

The major responsibilities of this position are listed below. For more detailed information, please review the Job description.

Water Resources Planning

Leads the City's water resources planning efforts, including water supply management, conservation programs, demand forecasting, system analyses, and implementation of key planning documents to support long-term sustainability and reliability.

Project & Financial Management

Oversees major water resource projects, including groundwater replenishment, potable reuse, and supply optimization initiatives. Manages division budgets, evaluates program performance, and conducts financial and cost-benefit analyses to support infrastructure and investment decisions.

Leadership & Staff Development

Provides leadership to professional and technical staff, promoting a collaborative, high-performing, and service-oriented work environment while supporting employee development and accountability.

Policy, Grants & Regulatory Affairs

Leads grant funding strategies and compliance efforts, monitors legislative and regulatory developments, and recommends policies and programs that support the City's water resource objectives.

Stakeholder & Executive Relations

Represents the City before regional, state, and federal agencies and serves as a key advisor on water reliability, compliance, and sustainability. Prepares and presents technical analyses, reports, and recommendations to City leadership, commissions, boards, and City Council.



THE IDEAL CANDIDATE

The ideal candidate is an experienced water resources professional with strategic vision, deep knowledge of California water, and strong leadership, analytical, and communication skills. This individual will have extensive experience in water resources planning, demand and supply forecasting, regulatory compliance, and interagency collaboration, with the ability to serve as a key spokesperson and negotiator representing the agency before local and regional water boards, state agencies, legislative bodies, and stakeholder coalitions. The ideal candidate is also a people-first leader, building and stewarding high-performing internal teams.

MINIMUM QUALIFICATIONS

Education, Experience, and Certifications:

- Graduation from an accredited four-year college or university with a major in environmental studies, civil engineering, public administration, business administration, or a closely related field.
- At least eight years of progressively responsible experience in engineering, hydrology, biology, watershed management, and environmental protection or planning, at least two of which were at a manager or supervisory level.
- Or an equivalent combination of education, training, and experience.
- A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.

The following certifications are preferred:

- A valid Certificate of Registration as a Professional Engineer issued by the State of California.
- Certified Environmental Planner (CEP), Water Resources Planner, Water Conservation Practitioner, or Landscape Irrigation Auditor at Grade 3.

COMPENSATION & BENEFITS

The salary range for the positions is:
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The City of Pasadena offers a generous benefit package that includes:

CalPERS Retirement: 2.5% @ 55 for Classic members (employee pays 9.25%); 2% @ 62 formula for new members (employee pays 7.75%, which is half of the total normal cost). The City does not participate in Social Security.

Health Insurance: The City provides an allowance to assist with medical premiums. In 2026, the allowance for Employee + 2 or more dependents is \$2,386.57 per month (Employee only = \$917.91; Employee + 1 = \$1,835.82), and contributions are adjusted annually.

Dental Insurance: The City contributes 100% of the employee's premium and contributes \$80.00 toward dependent coverage.

Vision Insurance: The City offers vision care plans for employees. Enrollment is optional, and the premium is paid by the employee.

Vacation Leave: Accrual rate of 80 to 160 hours per year based on years of service.

Management Time Off: Annual allotment of 40 hours of MTO provided each calendar year.

Life Insurance: The City provides life insurance and accidental death and dismemberment coverage in the amount of \$75,000.

Group Long-Term Disability Insurance: The City pays for the core long-term disability policy and offers voluntary long-term disability that insures up to 66 2/3% of employees' salary up to a maximum of \$8,000 per month.

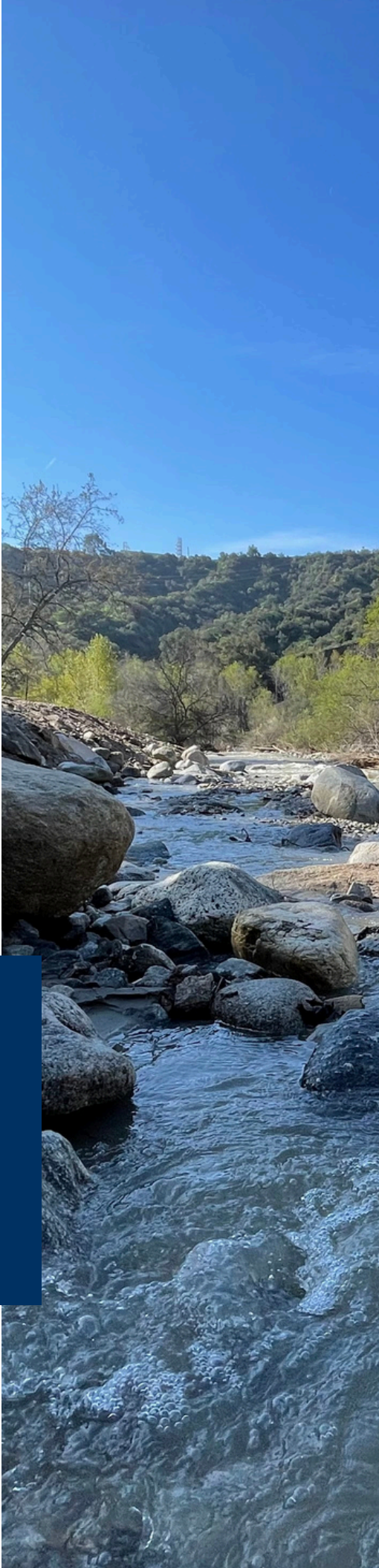
Sick Leave: Up to 80 hours of sick leave accrued per year.

Holidays: Eleven (11) paid holidays.

Tuition Reimbursement: The City will reimburse up to \$5,000 per fiscal year for pre-approved courses.

Professional/Personal Development Allowance: Annual allowance of \$750

Schedule: The City administration operates on a "9/80" schedule, closing on alternate Fridays.



Application & Recruitment Process

The final filling date is November 6, 2026

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

<https://koffassociates.com/water-resources-planning-manager/>

For additional information, please contact:

Chelsea Freeman

chelsea_freeman@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 consultant. Koff & Associates, a Gallagher Company, will report the results to the City. The City will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.



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