




ALLIANCE
RESOURCE CONSULTING LLC

Deputy Clerk of the Board
Coachella Valley Water District
(Palm Desert, CA)

The Community

The Coachella Valley (Valley) has nine diverse cities: Palm Springs, Cathedral City, Palm Desert, Rancho Mirage, Indian Wells, La Quinta, Desert Hot Springs, Indio, and Coachella, as well as portions of unincorporated Riverside County that have their own unique histories and personalities. The Valley is an alluring destination for both residents and tourists alike with year-round sunshine, low cost of living, and a variety of cultural activities. Lush golf courses, sensory spa treatments, excellent dining options, natural beauty, and an exciting nightlife combine to make the ultimate resort experience. The Valley is more than a destination, it has its own distinct vibe and lifestyle.

The Valley is a desert in Southern California which extends approximately 45 miles in Riverside County, southeast from the San Bernardino Mountains to the northern shore of the Salton Sea. It is approximately 15 miles wide along most of its length and is surrounded by scenic, rugged mountains. To the north is Mount San Gorgonio; on the north and the east, the Little San Bernardino Mountains; to the west, the San Jacinto Mountains; to the south, the Santa Rosa Mountains; and to the east in the distance, the Chocolate Mountains.

With more than 350 days of sunshine per year and the warmest winters in the western US, the Valley is recognized as the golf, tennis, and polo capital of the West. Recreational hiking and horseback riding are popular in the many accessible canyon and mountain areas. The Valley draws a significant numbers of leisure travelers with its variety of attractions and special events.

The Coachella Valley Water District

Coachella Valley Water District (CVWD) is unique in that it provides several water-related services:

- ▶ Domestic water
- ▶ Wastewater Treatment
- ▶ Recycled (Nonpotable) water
- ▶ Agricultural Irrigation & Drainage (Canal Water)
- ▶ Stormwater Protection and Flood Control
- ▶ Groundwater Replenishment and imported Water
- ▶ Water Conservation

CVWD has a rich history that dates back to 1918. All drinking water comes from a vast aquifer, and CVWD imports Colorado River water via a 123-mile canal for agricultural and golf course irrigation. Groundwater replenishment occurs at three facilities. CVWD was among the original signatories to the Party of Seven Agreement of 1931, which divided California's share of Colorado River water. CVWD is a State Water Contractor with an entitlement that, when combined with that of neighboring Desert Water Agency, is the equivalent to the third largest entitlement in the state. Only one other agency in California has entitlements to Colorado River and State Water Project water.

CVWD's mission is "To meet the water related needs of the people through dedicated employees providing high quality water at reasonable cost." CVWD has offices located in the cities of Palm Desert and Coachella and has nearly 1,000 square miles within its boundaries. Most of the service area is in Riverside County, but CVWD also extends into Imperial and San Diego counties. A governing five-member Board of Directors is elected from five geographic divisions for four-year terms.

This fiscal year, CVWD has \$165.6 million budgeted for capital projects and \$300 million for operating and maintenance. Currently, CVWD has a staff of more than 560. For more information, please visit www.cvwd.org.



The Opportunity

Reporting to the Clerk of the Board, the Deputy Clerk of the Board provides administrative and program support to the office of the Clerk of the Board in the preparation of Board agendas, minutes, actions, ordinances, and resolutions; assists in maintaining official District records and monitoring of publication of official District notices, oversees the day-to-day activities, services, and operations of the Clerk of the Board's function; provides varied and technical support to the Clerk of the Board and other District departments; researches and analyzes a wide variety of complex information regarding District policies, procedures, and ordinances; Notary Public duties; and serves in the absence of the Clerk of the Board.

The Deputy Clerk of the Board will supervise 3 to 4 people.

The Ideal Candidate

Coachella Valley Water District has widely been regarded as an outstanding, multi-faceted agency. CVWD is a sophisticated, collaborative and innovative organization with an open and fun professional environment.

The District seeks a dedicated Municipal Clerk to join its close-knit and committed team. The ideal candidate will possess experience in managing public meetings and adhering to the associated protocols. The Deputy Clerk of the Board will also focus on the following top priorities:

- ▶ *Management* – Oversee the day-to-day management of the staff. Foster an environment of professionalism and continuous learning.
- ▶ *Administration* – Support the Clerk of the Board in preparing agendas, working on elections, responding to public records requests, filing specific forms and drafting various reports as needed for the District.
- ▶ *Professional Development* – Be active in professional associations and maintain network connections to ensure best practices are always being followed.

The next Deputy Clerk of the Board will be a relationship-focused individual who excels at collaborating with colleagues, elected officials, and community members. The ideal candidate will appreciate the District's beautiful onsite work environment and possess a strong desire to engage with the community.

Education, Experience and Certifications

The ideal candidate will have:

- ▶ A bachelor's degree from an accredited college or university with major coursework in business administration, public administration, or a related field; AND
Three (3) years of progressively responsible administrative experience in a City Clerk or Clerk of the Board office, or a related field.
- ▶ Possession of a California notary public commission to be maintained throughout employment.
- ▶ Possession of a certification by the International Institute of Municipal Clerks (IIMC) as a Certified Municipal Clerk (CMC), to be maintained throughout employment.





Compensation

The salary range for this position is \$109,044 to \$148,908 and will be dependent upon the qualifications and experience of the selected candidate. In addition, benefits are provided which include: health insurance; life insurance; participation in the California Public Employees' Retirement System; holidays (8 observed per year); vacation leave (also vacation cash-in-lieu); sick leave; supervisor leave, educational reimbursement; Deferred Compensation programs.

For a detailed list of benefits, please contact [Alliance Resource Consulting](#).

How to Apply

Please apply **immediately** at www.allianceRC.com. For questions and inquiries, please contact:

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