



Employment Opportunity – Public Affairs Specialist

Starting Salary from \$71,028 to \$83,439 DOQ

Salary Range Maximum - \$95,873

Closing Date: November 24, 2017, 5PM

The Municipal Water District of Orange County (MWD OC) is looking for a Public Affairs Specialist who will assist with the administration of the District's various Public Affairs programs. The candidate will, under general supervision, develop, coordinate, and implement Public Affairs programs related to community outreach, education, public relations, media relations, and other communication efforts developed for internal and external audiences. These activities are intended to increase understanding, awareness and support of the District's mission, goals, and objectives. The Public Affairs Specialist may represent the District at local and regional meetings, and coordinates public affairs activities with the District's member agencies and other affiliated public agencies.

This is a wonderful opportunity to become part of the MWD OC's Public Affairs team.

Attentiveness to detail and problem solving are essential to the position as well as the ability to handle multiple projects and tasks simultaneously. Excellent communication and interpersonal skills, along with a desire to work in a collaborative manner is critical to effectively work across functional areas within the department and the organization. The position will report to the Director of Public Affairs; however, there will be much interaction and guidance from other members of the department. Expertise in working on a team, prioritize tasks, as well as the aptitude to work independently at times, are key to the success of the individual in this position.

MWD OC is an independent public water agency that serves as Orange County's regional imported water wholesaler. MWD OC's efforts focus on sound planning and appropriate investments in water supply development, water reliability, water resources management, water use efficiency, public information, legislative advocacy, water education, and emergency preparedness. We serve 2.3 million residents of Orange County through 27 retail water agencies, plus the Orange County Water District.

MWD OC is governed by a seven-member Board of Directors, each elected by the public to represent a specific portion of Orange County. MWD OC is the third largest Metropolitan Water District of Southern California (MET) member agency and holds key leadership positions on the MET Board of Directors that oversee policy development, strategy, and water reliability for all of Southern California. MWD OC currently employs 30 full-time employees and has an annual operating budget of over \$8 million. The District's total budget is over \$188 million.

MWD OC offers an amicable work environment with a dedicated professional team and is located off of the 405 freeway in Fountain Valley, Five miles from Huntington Beach and South Coast Plaza, and close to many of Orange County's greatest attractions.

Essential Functions:

Develops and implements the District's Public Affairs programs, including:

- Education: Coordinates educational programs and activities, including the Water Education School Programs and the District's participation in the Children's Water Education Festival.

- **Event Planning:** Assists with event planning, execution, and follow-up of special events, including Water Policy Forums, the OC Water Summit, etc.
- **Community Outreach:** Plans and coordinates MWDOC's involvement in community events.
- **Public Relations:** Assists with public relations efforts, including writing and editing press releases, social media releases, and other public information activities.
- **Media Relations:** Develops and maintains media contact lists and relationships with local media; proactively engages the media in promoting MWDOC policies, events, and initiatives.
- **New Media:** Maintains the District website; responsible for website redesign projects; implements social media and other forms of new media.
- **Communications:** Assists with the development of Board materials, briefing papers and information packets; assists with the development of all external communication efforts within all media platforms, including traditional, digital and social.
- **Stakeholder Engagement:** Acts as liaison with a variety of stakeholder groups, including government, community, and non-profit.
- **Member Agency Relations:** Develops and maintains positive working relationships with MWDOC's 28 member agencies; provides customer service and assistance as required.
- **Administrative:** Coordinates, edits, and synthesizes departmental reports; participates in budgeting processes.
- Develops and implements a variety of marketing efforts for Public Affairs, Water Use Efficiency, and other program areas as needed.

Education and Experience: Graduation from a four-year college or university with major coursework in Public Relations, Communications, Marketing or a closely related field is strongly encouraged, as well as three years of progressively responsible experience in Public Affairs or Community Outreach or any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

CalPERS Retirement Plan: Effective January 1, 2013, newly hired employees who are new CalPERS members, as defined by the Public Employees' Pension reform Act of 2013 (PEPRA), will be enrolled in the CalPERS 2% at age 62 defined benefit plan with three year final compensation in accordance with PEPRA. New members will be required to pay fifty percent of the normal pension costs as their full share of the member contribution. An employee who is a "classic" member of CalPERS or a current member of another California public retirement system, will be enrolled in the CalPERS 2% at 55 benefit formula with one year final compensation. Classic members pay employee share of pension contribution.

Application Procedure: All applicants interested in being considered for this position shall submit a completed application (found at <http://www.mwdoc.com/business/employment>) to jobs@mwdoc.com. All applications will be evaluated in relation to the criteria outlined in this job posting. Highly qualified candidates with the most relevant qualifications will be invited to continue in the selection process which will consist of a panel interview, skills assessment, and/or other appropriate screening methods. Employment is contingent upon successful completion of a background investigation. For complete job description and information, visit <http://www.mwdoc.com/business/employment>.