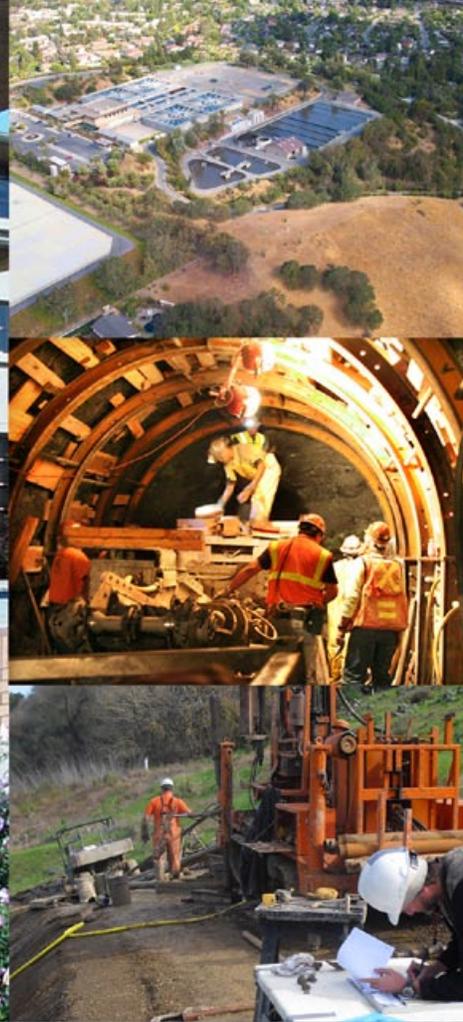
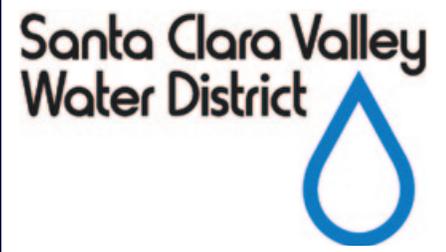


Santa Clara Valley Water District
San José, CA
Director of Ethics and Corporate
Governance



Neher &
Associates®

The Santa Clara Valley and Santa Clara Valley Water District

The mission of the Santa Clara Valley Water District is to provide for a healthy, safe and enhanced quality of living in Santa Clara County through watershed stewardship and comprehensive management of water resources in a practical, cost effective and environmentally sensitive manner for current and future generations.

The Santa Clara Valley Water District (District) is the largest multi-purpose water district in California. Headquartered in San José, California, in the heart of Silicon Valley, the District serves nearly two million people in Santa Clara County and encompasses the County's 1,300 square miles. The District provides a reliable and safe supply of water; enhances streams and watersheds through creek restoration and habitat protection; provides flood protection for homes, schools and businesses; and partners with other agencies to provide trails, parks and open space for community wellness and recreation.

Santa Clara County is the most populous county in the San Francisco Bay Area and one of the most affluent counties in the United States. As the water resources management agency for the County, the District serves the area's 15 cities including Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Milpitas, Monte Sereno, Morgan Hill, Mountain View, Palo Alto, San José, Santa Clara, Saratoga and Sunnyvale as well as unincorporated areas of the County.

With an overall annual budget of approximately \$315 million and a staff of about 750 employees, the District effectively manages 10 dams and surface water reservoirs, three water treatment plants, a state-of-the-art water quality laboratory, nearly 400 acres of groundwater recharge ponds and more than 275 miles of streams. The District also provides wholesale water and groundwater management services to the local municipalities and private water retailers who deliver drinking water directly to homes and businesses throughout Santa Clara County.

The District is governed by a seven member Board of Directors who are elected by districts. The Directors serve overlapping four-year terms. The Board of Directors appoints the Chief Executive Officer (CEO) who serves as the day-to-day executive manager of the District and is responsible for all finances, operations, and selection of staff. The current CEO is Beau Goldie. Other Board appointed staff include the District Council and Clerk of the Board as well as key management staff reporting to the CEO including the Chief Operating Officer-Water Utility Enterprise, Chief Operating Officer-Watersheds, and Chief Administrative Officer.

The Director of Ethics and Corporate Governance

The Director of Ethics and Corporate Governance will be responsible for instilling and fostering a culture of ethical

behavior throughout the water district organization. This includes ensuring full compliance with federal, state and local laws; water district policies and government and community ethical norms and practices.

The Director of Ethics and Corporate Governance will help the District understand and apply ethical values and principles that promote the public's trust in government. They include trustworthiness, personal and corporate responsibility to the public and community, respect, loyalty, compassion, fairness and social and environmental justice. The Director will play a key role in indentifying "the right thing to do to serve the public's interest and gain their confidence."

To further the work of the Director and ensure success, the Director will oversee several operations currently managed by the CEO. They include the Office of Government Relations; Communications; the Diversity and Inclusion Program; Office of Equal Employment Opportunity; Management Audit Program; and other voluntary and mandated programs.

The Director will serve as ombudsman for the organization on all matters of ethics and corporate governance. The position will report directly to senior management and be supervised by the Chief Executive Officer or his designee. The Director will work closely with District legal counsel and recommend and direct internal investigations of complaints and alleged violations of law and corporate policy.

Typical duties and responsibilities of the Director of Ethics and Corporate Governance include:

- Serves as Ethics Officer for the District. Develop and implement an effective ethics program for the District;
- Receive, manage, and resolves complaints and issues related to ethics, harassment and discrimination in the workplace;
- Recommend work policies and programs that promote ethical values of trustworthiness, personal and corporate responsibility to community; respect; loyalty; compassion and fairness;
- Lead the development and implementation of District strategies, business plans, programs, ordinances, policies, procedures, decisions and other actions that further the ethical behavior of the District and its employees;
- Oversee the review and analysis of proposed federal, state and local legislative, administrative and regulatory actions that may impact the District, including interfacing with elected officials, appointed officials and key staff;
- Enhance the public's perception of the District by acting as a liaison with other divisions, departments and outside agencies in the negotiations and resolution of sensitive and controversial issues;
- Develop strategies for fostering community support and awareness for District projects and works closely and effectively with community leaders, communities of color, neighborhood and special interest groups;



- Serve as a resource to Project/Program Managers and others who are responsible for organizing community meetings, public hearings, and other public outreach efforts to ensure that that District practices are inclusive and sensitive to diverse communities;
- Plan, develop and implement comprehensive, proactive public media relations and community outreach programs regarding the District's capital improvement program, water conservation, environmental stewardship, and other District activities and Operations;
- Develop programs to encourage volunteerism and giving back to the community with an emphasis on issues associated with water resources; serves as a nexus to integrate efforts to engage the community and improve public relations;
- Plans, directs, organizes, authorizes and coordinates the work and resources of assigned functional units and staff; evaluates performance of support staff, subordinate managers and their units;
- Directs the preparation and administration of the assigned area's annual budget;
- Represents the District before external organizations, including other governmental and regulatory agencies, private entities, professional and community organizations, citizen boards and commissions, and the general public;
- Directs the preparation of a wide variety of periodic and special studies and reports as requested by the Chief Executive Officer;
- Advises and confers with the Chief Executive Officer, Chief Operating Officers, and Chief Administrative Officer on programs and related issues and matters;
- Assumes other duties and responsibilities as assigned.

The Director of Ethics and Corporate Governance will be responsible for a staff of approximately twenty four (24) and an annual budget of \$4.3 million. Key functional areas of responsibility include Corporate Ethics and Governance; Government Relations; Communications, Diversity and Inclusion, and Equal Employment Opportunity.

Direct management reports include the Communications/Public Relations Manager, the Government Relations Manager for local agencies and another for State legislation; a Program Administrator and Public Information Representative for Diversity and Inclusion, and a Management Analyst for Ethics and Equal Opportunity.

Issues, Challenges and Opportunities

Opportunities, issues, and challenges for the Director of Ethics and Corporate Governance include the following:

- Continue to improve the ethics, accountability, transparency, and corporate governance of the District.
- Improve the public's perception of the District by promulgating the District's ethical policies and practices within Santa Clara County; the San Francisco Bay Area; the State of California and the nation.
- Develop strategies for strengthening intergovernmental partnerships with Counties, Cities, State, Federal and local agencies and organizations.
- Promote the District's model of inclusive, collaborative management and its commitment to maintaining an ethnically diverse, family friendly working environment that is committed to public service and working collaboratively with other agencies at all levels of government and with neighborhood and community based organizations.

The Ideal Candidate

Education and Experience

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying, such as:

- Graduation from an accredited college or university with a Bachelor's degree including major course work in business administration, public administration or related field or a field specifically related to the areas of responsibility (ethics, communications, etc.). A Masters degree or other advanced degree is highly desirable.
- Six years of increasingly responsible administrative, managerial or professional experience in a field related to areas of responsibility mentioned above. Experience in the public sector, water or related industry is preferred (especially within the past 10 years or less) as well as 4-6 years of management and supervisory authority.
- The successful candidate must also have or be able to obtain a valid California Drivers License.

Knowledge, Skills and Abilities

The successful candidate must have strong management leadership, communication, and interpersonal skills. The ideal person should demonstrate significant expertise in:

- Principles and practices of open government and transparency.
- Improving and advising on ethics program implementation.
- Ethics in local government, special district, or similar private sector organizations.

- Public relations, and have excellent verbal and written communication skills.
- Principles and practices of effective leadership, staff selection, training, supervision and performance management.
- Principles and practices used in operational management, government/public sector management, budget and finance, legislative and regulatory affairs, and human resources.
- Principles and practices of public sector contract management, administration and evaluation, management audits and budget development and administration.
- Federal and state legislative affairs.
- EEO, ethics and diversity programs and an understanding of social, political and environmental issues including assigned functional areas.
- Building and maintaining productive, cordial relationships with local cities, counties, community groups, local agencies and the public.
- Hiring, developing, training and retaining a superior staff of professionals who believe in quality, responsibility, and public service.
- Innovating and developing good approaches and solutions in the functional units assigned and applicable laws, regulations, legal mandates, guidelines and standards, and funding sources affecting the administration of designated functional areas.
- Working with and providing timely and relevant information and clear recommendations to the District CEO.

Management Style and Personal Traits

The ideal candidate will have a high degree of integrity, be facilitative rather than confrontational in nature, work well with peers and supervisors as well as with difficult and sensitive employee and organizational issues, and possess a commitment to very high ethical standards and quality public services.

He/she should be someone who is an active listener, supportive team builder; has strong interpersonal and communication skills; and demonstrates an energetic management style.

This person should also be a leader who embraces challenges, is open minded, accountable, and is comfortable working in a complex public service organization and political environment.

The selected individual must be a creative leader and strategic thinker who has a collaborative work style.

She/he should be able to establish and maintain cooperative and effective working relationships with a variety of representatives

of public and private organizations, members of boards and commissions, local, state, and federal legislative representatives, and the public.

Finally this person should be able to interact well and comfortably with individuals of various ethnic, social, cultural and economic backgrounds, be able to approach challenges with confidence, and maintain positive, productive and ethical interactions with employees, the public, the Board and elected officials.

Compensation

The salary for this position is open within a range of approximately \$150,000 to \$185,000 per year and will be competitive and commensurate with experience. The District also offers an excellent benefits package including paid vacation, holidays, sick, personal and executive leave, medical, dental, disability and life insurance, a deferred compensation plan, and a PERS retirement plan. Details are available upon request.

How to Apply

This executive search will continue until a successful candidate is hired. It is, however, the intention of the District CEO to be screening leading candidates by the end of February, 2013 and to hold initial interviews with the most qualified candidates in March. If you are interested in this outstanding opportunity, please submit a detailed resume and salary history with a letter of interest and contact information as soon as possible to:

Robert Neher, President or
Rahn Sibley, Vice President

Neher & Associates

3790 Millerton Place, Suite 100
West Sacramento, CA 95691

Telephone: (916) 443-2421

Facsimile: (916) 443-5949

Applications are preferred electronically at:

robertneher@executivesearchneher.com

Should you have any questions with regard to your own interest, or a recommendation of a colleague, please contact us at the numbers above.

Resumes received will be reviewed in accordance with the criteria outlined in this brochure and candidates with the most relevant qualifications and experience will be contacted for additional discussion and screening.

The Santa Clara Valley Water District is an Equal Opportunity Employer.