

TWD Staff Support Contract Solicitation

The Tuscan Water District (TWD) is currently seeking a highly qualified and experienced professional or firm to serve as an independent contractor, providing staff support to its Board of Directors. This role is crucial for assisting the newly established California Water District in addressing a range of organizational, compliance, and public process-related challenges.

The contract is set for a duration of 10 months, starting from April 1, 2024, through January 31, 2025, with a compensation package of \$35,000 for the entire contract period.

Key Responsibilities

The selected candidate or firm will be responsible for the following key tasks:

- **Monthly Board Meetings Support:** This includes preparing monthly meeting agendas, staff packets, and related information. The role also involves attending these meetings, taking minutes, updating the website with relevant documents, and ensuring compliance with Brown Act requirements for posting agendas and packets.
- **Compliance with LAFCO Requirements:** The staff support will coordinate with the Local Agency Formation Commission (LAFCO) and other relevant bodies to ensure TWD meets various conditions set by LAFCO. These conditions include developing applications for Municipal Services Review, establishing electoral divisions, developing memorandums of understanding with Groundwater Sustainability Agencies, inspecting assessable areas within TWD boundaries, establishing an appropriations limit, and hiring a consultant for enacting a special assessment or other revenue measures.
- **Logistical and Financial Support:** Tasks include coordinating the identification and approval of permanent office and board meeting spaces, developing interim and long-term budgets, setting up bank accounts with appropriate approval and accounting processes, managing the TWD website, and handling inquiries from TWD landowners.

Qualifications and Experience

The ideal candidate or firm should possess:

- A minimum of 10 years of experience in leadership roles within water or farm management, public administration, grant management, or related fields. Experience in general management or senior management roles in special districts or non-profit organizations is highly desirable.

- A bachelor's degree in water management, finance, legal, engineering, or related fields is preferred, though not mandatory. Advanced degrees or certifications in relevant areas will be considered an advantage.
- Strong leadership, strategic thinking, and problem-solving skills, coupled with excellent communication and interpersonal abilities to effectively engage with diverse groups.
- A deep understanding of water management issues in Butte County and the Vina GSA, as well as financial management, legal, and regulatory frameworks.

Application Process

Interested candidates are invited to submit the following documents by April 12, 2024:

- A current resume detailing relevant experience and education.
- A cover letter expressing interest in the position and outlining how qualifications align with the role's responsibilities and requirements.
- Contact information for at least three professional references.

Applications and inquiries should be directed to the Tuscan Water District at info@tuscanwaterdistrict.org.

This opportunity represents a significant role in supporting the Tuscan Water District in its foundational stages and contributing to the effective management and compliance of the district's operations.