

CLERK OF THE BOARD

Valley Water (Santa Clara Valley Water District)

Santa Clara County, California



Valley Water

Clean Water • Healthy Environment • Flood Protection



Guadalupe Reservoir, Santa Clara County

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Excellence in executive recruiting since 2016



THE GREATER BAY AREA AND SILICON VALLEY

Located on the southern coast of San Francisco Bay in northern California, Santa Clara County is the home of Silicon Valley, the technology center of the world. With an agrarian heritage, the county today hosts thousands of technology companies including the headquarters of industry giants Adobe, Alphabet (Google), Apple, Cisco, eBay, HP, Meta (Facebook), and Netflix, among others. The Santa Clara Valley Water District (Valley Water) is the primary water resources agency for the county.

Considered Silicon Valley's capital, the City of San José (2023 pop. 969,655) is the county seat, located roughly 50 miles south of San Francisco and 390 miles north of Los Angeles. The city is California's third largest, the nation's 13th largest, and one of the most diverse large cities in the United States. There is no ethnic majority here – residents speak more than 56 languages. Valley Water is proud of the cultural diversity reflected in the surrounding population, workforce, and neighborhoods.

The Bay Area is one of the most desirable locations in the world. Residents enjoy a high quality of life

including an average of 300 days of sunshine a year, with access to world-class culture, performing arts, professional sports teams, and every manner of recreational opportunity. A year-round calendar of festivals and celebrations creates a sense of community. California's beaches, the Pacific Coast Highway, Napa Valley, and Lake Tahoe are all nearby.

Thirty-one public school districts and over 240 private schools offer many educational choices. Innovative programs in local school districts include a nationally acclaimed performing arts magnet, as well as concentrations in aerospace, international studies, math and science, radio and television, and more. Universities in and near the county include San Jose State University, California State University East Bay, Santa Clara University, Stanford University, and three University of California campuses.

VALLEY WATER

Founded in 1929 and headquartered in San José, Valley Water is a public agency that manages an integrated water resources system that includes the supply of clean, safe water, flood protection, and environmental stewardship of

streams on behalf of Santa Clara County's nearly two million residents. The agency manages 10 dams and surface water reservoirs, three drinking water treatment plants, three pump stations, an advanced water purification center, a state-of-the-art water quality laboratory, 142 miles of pipelines, 285 acres of groundwater recharge ponds, and 294 miles of streams. Valley Water provides wholesale water and groundwater management services to local municipalities and private water retailers, who deliver drinking water directly to homes, businesses, commuters, and major stakeholders in the county.

The state legislature created Valley Water as a Special District under the District Act. Valley Water's boundaries, which are the same as the county's, stretch 1,300 square miles, encompassing 15 cities and all unincorporated areas. A seven-member Board of Directors governs Valley Water. Directors are elected from seven geographic districts and serve overlapping, staggered, four-year terms. Along with the CEO and District Counsel, the Clerk of the Board is one of three board-appointed officers reporting directly to the Board, and a member of the leadership team. Collaborative decision-making is part of Valley Water's culture.

Valley Water's mission is to provide Santa Clara County with safe, clean water for a healthy life, environment, and economy. The FY 2024-25 operating budget of \$964 million supports approximately 921 employees. Valley Water will celebrate its 100th anniversary in four years.

For more information about Valley Water, please visit:

<https://www.valleywater.org>.

THE OFFICE AND THE CLERK

The Office of the Clerk of the Board is the primary forward-facing point

of contact between all citizens and Valley Water, communicating what Valley Water does, and how it does it. The Clerk serves as the primary record keeper for the agency and provides significant administrative support to the Directors and especially in communications to and from the public. The Clerk serves a public liaison function regarding Valley Water’s processes, explaining the why behind the what, and ensuring those processes are adhered to and run smoothly.

The Clerk of the Board will inherit an experienced, well-trained, positive, and cohesive team of nine. The office prepares all meeting notices, agendas, and agenda support materials (board packets) through the Granicus and Legistar meeting and agenda systems, and then coordinates all follow up activities, which include minutes, recording resolutions, and maintaining archives and historical records. Administrative support to the Directors includes attending all Board meetings, managing public comment, and providing organization, support, and coordination to 15 standing and advisory committees.

QUALIFICATIONS

College level course work in a related field is desirable. A minimum of five years of advanced level administrative/secretarial experience of which two years involved the preparation of agendas and minutes of official public meetings and processing of associated documents and records, as well as two (2)



Historic pedestrian bridge over Penitencia Creek, Santa Clara County

years of exercising supervisory authority, are required. Must possess Certified Municipal Clerk or Master Municipal Clerk Certificate issued by the International Institute of Municipal Clerks within two years of appointment.

THE IDEAL CANDIDATE

The Board of Directors places tremendous importance on, and trust in, the Clerk of the Board position and the Office of the Clerk. The Clerk is the organization’s guardian of transparency. A total commitment to transparency, integrity, professionalism, and the highest level of customer service define the ideal candidate. The Clerk of the Board is expected to be passionate about Valley Water, local government, and every function and responsibility of the Clerk of the Board’s Office.

The successful candidate has the strength, experience, and skill to support and offer effective advice and counsel to the diverse members of the Board of Directors, with the ability to say no politely and with authority in an appropriate way. She or he is diplomatic, tactful, politically astute, but apolitical, and operates with the requisite amount of objectivity and professional detachment. The ideal candidate is a good listener, even-tempered and calm under pressure, and with good business sense.

Although the position reports to the Board of Directors, a strong, collaborative working relationship with the Chief Executive Officer, the District Counsel, and all business units, and a commitment to advancing the mission and business of Valley Water are essential.

WHAT HAPPENS WHEN

Absent unforeseen circumstances, the recruitment will follow the schedule below. Be mindful of the filing deadline and final interview dates, which are unlikely to change.

SCHEDULE

Filing Deadline:	March 2, 2025	Recommendation of Candidates:	March 25, 2025
Preliminary Interviews:	March 13-14, 2025	Finalist Interview Process:	April 3-4, 2025

The ideal candidate embraces the advanced use of technology, innovation, and best practices.

The next Clerk of the Board has an unassailable character and a strong working knowledge of the Brown Act, Public Records Act, and all laws, regulations, and rules pertaining to the many functions of the Office. The preferred candidate is extremely well-organized and detail-oriented, with mastery of internal record-keeping systems, excellent project management skills, and the ability to manage deadlines expertly. At the same

time, she or he must be able to prioritize, multitask, adapt, and remain flexible to the many demands of the job.

The ideal candidate has expert-level inward- and outward-facing communication skills, and the ability to relate to persons from every walk of life. The successful candidate has high emotional intelligence, common sense, good judgment, humility, and patience. The next Clerk is also a working manager, willing to perform even the most basic operational tasks if needed.

The next Clerk of the Board is an effective leader and manager, who is enthusiastic about mentoring and guiding all team members to their greatest potential, maintaining them as an effective, high-functioning team. The ideal candidate emphasizes meaningful professional development and cross-training, and avoids micromanagement. The successful candidate is comfortable in a multi-cultural environment with a demonstrated professional commitment to diversity and inclusion.

TOTAL COMPENSATION

Salary:

The annual salary for this opportunity is \$244,121.51 to \$307,926.00, and appointment will be made depending upon the qualifications and experience of the selected candidate.

Paid Time Off:

Vacation – 224 hours/year, prorated

Sick – 96 hours/year, unlimited accumulation

Executive – 24 hours/year

Personal – 32 hours/year, prorated

Holiday – 14 paid holidays

Additional – Bereavement, Parental

Retirement:

CalPERS – a defined benefit retirement plan is offered through the California Public Employees Retirement System 2.5% at 55 (Tier 1), 2% at 60 (Tier 2: Valley Water pays the employee contribution) or 2% @ 62 (Tier 3) depending on CalPERS membership status at the time of hire.

Social Security – Valley Water employees do not contribute to Social Security.

Deferred Compensation – Voluntary 401(a) plan, with up to \$8,000 in matching funds from Valley Water.

Retirement Health Benefits – extensive, with minimum 15 years public agency service

Insurances:

Medical, Dental, Vision Care, and Employee Assistance Program (EAP) – provided by Valley Water with no monthly premium cost to the employee

Group Life – Valley Water-paid (up to \$100,000)

Disability Insurances – short- and long-term, Valley Water-paid

Flexible Spending – Health Care (\$3,300), Dependent Care (\$5,000/family)

Wellness – multiple programs, including financial

Automobile Allowance:

\$450 per month, plus out-of-county mileage

Tuition Assistance:

100% reimbursement up to \$3,500/year.

At Will and EEO:

An employment contract further describes the terms of this unclassified, at-will position. Valley Water is an Equal Opportunity Employer.

APPLY

To be considered for this excellent professional opportunity, please email only your cover letter and resume to apply@columbialtd.com, naming your files Last.First.CL and Last.First.Resume. Receipt of your submittal will be acknowledged within two business days. All applicants will be updated on their status following the Recommendation of Candidates.

If you have any questions regarding the recruitment process, or this opportunity, please feel free to call Andrew Gorgey directly at (970) 987-1238. For more information, visit the Columbia Ltd website: <https://columbialtd.com>.