

A photograph of the Sacramento State Capitol building, a large white neoclassical structure with a prominent dome and columns, surrounded by green trees and a lawn. The image is partially obscured by a large white circular graphic.

# RECRUITMENT FOR

## Environmental Legislative & Regulatory Affairs Manager (Provisional)

Sacramento Area  
Sewer District



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## THE POSITION

The Sacramento Area Sewer District (SacSewer) is seeking a dynamic and solution-oriented leader for its Manager of Environmental Legislative & Regulatory Affairs. The position manages the government affairs program representing the District's interests in the public policy arena advocating on a variety of local, state, and federal legislative and regulatory issues, primarily focused on environmental policy. The position also requires assigning work activities, managing staff, lobbyists, and consultants. A variety of skill sets are required for managing the Legislative & Regulatory Affairs section, including dynamic communication and interpersonal skills (both orally and in writing), as well as the ability to integrate technical, legal, and political aspects into a cohesive advocacy strategy. The successful candidate will be a strong leader and collaborator that provides strategic advice and manages highly complex and sensitive legislative, intergovernmental, and community issues.

A provisional appointment is being made as there is no current eligible list for the Environmental Legislative & Regulatory Affairs Manager job class. The incumbent hired for this provisional appointment is encouraged to apply for the recruitment once it is open in order to be placed on the eligible list and considered for hiring into the permanent position.

Sacramento County is the current employer for this position; however, by January 1, 2025, SacSewer will transition all current County employees assigned to SacSewer to become SacSewer employees directly.

## ABOUT US

SacSewer is the Sacramento region's sewage collection, treatment, and resource recovery utility—providing service to more than 1.6 million people. We are the second largest sewage collection utility in California, and we own and operate the second largest water resource recovery facility of its kind in the nation, the EchoWater Facility.

SacSewer provides service to residential, commercial, and industrial customers throughout unincorporated Sacramento County; the cities of Citrus Heights, Elk Grove, Folsom, Rancho Cordova, Sacramento, and West Sacramento; and the communities of Courtland, Locke, and Walnut Grove. The services we provide vary based on the location within our service area.

SacSewer is led by a General Manager and organized into six departments—Collection System Operations, EchoWater Operations, Internal Services, Finance, Communications, and Policy and Planning. We are governed by a 17-member Board of Directors representing the jurisdictions we serve.

## THE IDEAL CANDIDATE

***Successful candidates will have extensive experience with a proven ability to do the following:***

- Manage and lead a government affairs program with expertise in environmental policy, with emphasis in the water quality arena.
- Build productive relationships and provide extensive liaison work to facilitate dialogue between diverse stakeholders, including legislators, the business community, regulatory agencies, environmental organizations, trade associations, elected officials, and similar jurisdictions.
- Be detail oriented, but still possesses the ability to see the “big picture”.
- Exercise political savvy to maneuver through complex political situations effectively and quietly.
- Integrate technical, legal, and political issues into a cohesive advocacy strategy and adaptively manage and change course as appropriate.
- Chair, participate in, and present to local, state, and federal boards, commissions, committees, and task groups in both the public and private sectors to represent SacSewer and the wastewater industry.
- Monitor, research, and perform detailed policy and technical analysis on a wide variety of local, state, and federal legislation and regulations to evaluate the impact on SacSewer operations and advocate for appropriate policy changes.
- Facilitate and lead multi-disciplinary teams comprised of contract lobbyists, and public relations, legal, engineering, and scientific staff and consultants while also managing specific high-profile projects and engaging in various policy discussions.
- Identify and seek potential funding opportunities for district projects and programs through state and federal grants, loans, appropriations, and authorizations.
- Develop reports, comment letters, “white papers,” fact sheets, and testimony that summarize the issues, provides technical information and offers solutions while advocating for the interests of SacSewer.

***Other duties or skill sets include:***

- Plans, directs, coordinates, and reviews the work for the legislative and regulatory affairs program; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Directly or through supervisory staff selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees and participates in the development of the assigned annual budget; participates in forecasting funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; obtains approval for improvements as needed/required; implements improvements.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations related to the field of environmental legislative and regulatory analysis.
- Develops and/or participates in the agency, department, and section strategic planning and business planning efforts.



## MINIMUM QUALIFICATIONS

***Interested applicants must meet the minimum qualifications:***

Six years of paid full-time experience performing project management, program management, advocacy, or legislative and regulatory research and analysis for environmental issues. Two years of this experience must have been in a supervisory role.

## AND

Bachelor's Degree, or higher, from an accredited college or university in Physical Science, Natural Science, Environmental Science, Civil Engineering, Environmental Engineering, Project Management, or other field closely related to the intent of the class.

## SALARY & BENEFITS

The salary range for this position is \$149,855.76 – \$165,223.44 annually plus an additional 3.35% management incentive for a combined total of \$154,875.93 - \$170,758.43. The selected candidate will receive compensation and benefits, including retirement, through the County of Sacramento. Effective January 1, 2025, all compensation and benefits will be provided directly from SacSewer.

For more information regarding the benefits package, visit [www.personnel.saccounty.net/benefits](http://www.personnel.saccounty.net/benefits).

## APPLICATION & SELECTION PROCESS

Please submit your resume, cover letter, and three professional references to Lisa Sadler at [sadlerl@sacsewer.com](mailto:sadlerl@sacsewer.com).

The submittal date is March 20, 2024. Following the first submittal deadline, resumes will be screened in relation to the aforementioned criteria. Candidates with the most relevant experience and education will be invited to participate in a series of one or more interviews.

## QUESTIONS?

Please contact Mike Huot via phone at (916) 875-6947 or [huotm@sacsewer.com](mailto:huotm@sacsewer.com).

