



BRINGING OUR WATER FULL CIRCLE

Las Virgenes Municipal Water District
invites your interest in the position of

Public Affairs and Communications Manager

The Community

Joining the team at Las Virgenes Municipal Water District (LVMWD) means you will be a part of a highly-skilled and well-respected professional labor force. LVMWD provides the critical service of delivering safe, reliable potable water and, along with the Triunfo Water & Sanitation District operated under a Joint Powers Authority (JPA), provides wastewater treatment, recycled water service and biosolids composting. The LVMWD service area spans 123-square miles serving the cities of Agoura Hills, Calabasas, Hidden Hills, and Westlake Village, as well as the neighboring unincorporated areas of western Los Angeles County.

LVMWD headquarters is located in **Calabasas**, CA. Nestled in the oak dotted foothills of the Santa Monica Mountains, the upscale community with small town charm features a progressive local economy, safe neighborhoods, blue ribbon schools and supports healthy lifestyles.

Agoura Hills offers many recreational opportunities including hiking and equestrian trails, scenic vistas, ample open space and a wide array of businesses.

Hidden Hills is a small, equestrian-centric, exclusive community with approximately 2,000 residents. With a country-like spirit, its residents preserve a way of life that is becoming increasingly missing from other communities.

Westlake Village is a unique, master-planned community. The city includes twenty individual neighborhoods with active homeowners' associations to promote and maintain high quality architectural standards.

A wide array of housing choices are available from apartments and townhomes to estates and equestrian properties across the LVMWD service area. The region is served by the Las Virgenes Unified School District. With its rich history of excellence, the District provides high-quality education for levels of preschool to grade 12. Excellent private schools are also an option as many are found throughout the area.

All four of these communities, and the unincorporated locations of western Los Angeles County, benefit from their proximity to the cultural and recreational assets of the greater Los Angeles area. Close by are several world-class facilities including the Soraya Center for Performing Arts, Hollywood Bowl, J. Paul Getty Museum, the John Anson Ford Theatre and much more. Closer attractions include the world-famous beaches of Malibu and Ventura County, the Thousand Oaks Performing Arts Center, local botanical gardens, colleges and universities, professional sports and acres of parks, gardens, lakes, hiking trails and natural areas.

The Organization

LVMWD currently provides water service to a population of approximately 70,000 people including residential and commercial customers. The District operates and maintains 25 water tanks, 24 pumping stations, 395 miles of main line, Las Virgenes Reservoir and the Westlake Filtration Plant. Additionally, the Tapia Water Reclamation Facility and the Rancho Las Virgenes Composting Facility are operated under the JPA. LVMWD has an adopted operating budget for Fiscal Year 2025-2026 of \$69.3 million.

Every day, the the dedicated employees of LVMWD work to efficiently deliver safe, clean, dependable water and provide environmentally protective wastewater treatment services. Following the example from nature around us, LVMWD works to maximize the region's limited water resources by "Valuing Every Drop - Bringing Water Full Circle."

LVMWD uses a holistic approach to close the sustainability loop by maximizing the use of the residuals remaining from the treatment processes. Potable water is delivered to and used by customers. The wastewater is then collected and highly treated to be used again as Title 22 tertiary treated recycled water for irrigation. Also, from the wastewater treatment process, the biosolids are separated and processed into "Class A- Exceptional Quality" garden compost given to those interested in using it free of charge.

LVMWD is also on the forefront of water treatment processes and innovative technology. In 2015, the District began a 13 year, \$466 million infrastructure project in collaboration with Triunfo Water & Sanitation District through the JPA to treat its recycled water to drinking water standards through the Pure Water Project Las Virgenes-Triunfo.

LVMWD is organized under the Municipal Water District Law of 1911 (California Water Code 71000). A publicly elected five-member Board of Directors governs the District, each representing one of five divisions. The directors serve overlapping four-year terms. From among its members, the board selects officers and a representative to the Board of Directors of Metropolitan Water District of Southern California.

The District is managed by a General Manager who is assisted by two Assistant General Managers and four department directors: Director of Engineering and Facilities, Director of External Affairs, Director of Finance and Technology, and Director of Water Operations. One Assistant General Manager oversees operations, and the other Assistant General Manager oversees administration and external affairs.

The External Affairs Department

The External Affairs Department consists of three divisions: the Customer Service Division which consists of 17 employees and is managed by the Customer Service Manager, the Public Affairs & Communications Division consisting of three employees managed by the Public Affairs & Communications Manager, and the Resource Conservation Division consisting of four employees managed by the Resource Conservation Manager. The External Affairs Department also houses the Legislative & Governmental Affairs Program managed by the Legislative Program Manager. The Customer Service Manager, Public Affairs & Communications Manager, Resource Conservation Manager, and Legislative Program Manager report directly to the Director of External Affairs.

VISION STATEMENT

VALUING EVERY DROP - BRINGING WATER FULL CIRCLE

WE ARE GUIDED BY THESE VALUES IN OUR INTERACTIONS WITH OTHERS . . .

- INTEGRITY
- RESPECT
- COMMITMENT
- RESPONSIBILITY
- COLLABORATION
- LEADERSHIP

POTABLE WATER - WASTEWATER TREATMENT - RECYCLED WATER - COMPOSTING - RENEWABLE ENERGY

MISSION STATEMENT

DEDICATED TO PROVIDING HIGH-QUALITY, RELIABLE WATER SERVICE IN A COST-EFFECTIVE AND ENVIRONMENTALLY SENSITIVE MANNER.

OUR COMMITMENTS . . .

- High Level of Customer Satisfaction
- Transparency and Community Engagement
- Highly Effective Workforce
- Maximum Reuse and Resource Recovery
- Sound Financial Management
- Reliable Water Supply and Service
- Sound Planning and Appropriate Investment
- Innovative and Efficient Operations
- Protection of Public Health and the Environment
- Safe, High Quality Water

POTABLE WATER - WASTEWATER TREATMENT - RECYCLED WATER - COMPOSTING - RENEWABLE ENERGY

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The Public Affairs and Communications Division

The Public Affairs & Communications Division leads public outreach, media relations, and community partnerships to keep customers informed and actively engaged with District efforts. The Public Affairs & Communications Division functions as the District’s strategic bridge to the community, stakeholders, and public audiences. It leads planning, development, and execution of public information, outreach, media and government relations, and educational campaigns that support the District’s mission, vision, and operational priorities. The Division crafts and disseminates clear, engaging content and ensures messaging is consistent, timely, and relevant to diverse audiences. It collaborates closely with operational, technical, and administrative departments to translate complex programs into meaningful, understandable narratives. In addition, the Division manages external relationships with elected officials, partner agencies, community organizations, the media, and the public, while fostering a culture of transparency, trust, and responsiveness.

The Ideal Candidate

Under the general supervision of the Director of External Affairs, the Public Affairs & Communications Manager leads the planning, development, and execution of public information, outreach, media and government relations, and educational campaigns that support the District’s mission, vision, and operational priorities. The Public Affairs & Communications Manager serves as the District’s Public Information Officer (PIO).

The ideal candidate is a dynamic and strategic leader who brings both vision and practical expertise to the role of Public Affairs & Communications Manager. They will be forward-thinking, with a proven track record of designing and executing innovative communication and outreach programs that build trust, strengthen relationships, and inspire community engagement. With demonstrated ability to distill complex technical information into clear, compelling messages, the successful candidate will confidently represent the District to diverse audiences, including customers, elected officials, partner agencies, and the media. This candidate will model collaboration, creativity, and adaptability. The successful candidate will bring a strong foundation in supervision and team development, cultivating a high-performing staff that is empowered to deliver results aligned with the District’s strategic goals. The candidate will be skilled in managing deadlines and priorities and will direct the work of others while also working to ensure communications and outreach efforts are impactful, timely, and effective. The successful candidate will demonstrate proficiency with modern communication platforms, design tools, and digital engagement strategies. Above all, the successful candidate will demonstrate integrity, professionalism, and a deep commitment to public service.

Candidates should possess at least five (5) years of increasingly responsible experience performing professional tasks in the development and implementation of public information and community outreach programs, with at least two (2) years in a supervisory capacity. A bachelor’s degree with major course work in public relations, communications, journalism, public administration, or a related field is required.

LVMWD Business Values

- High Level of Customer Satisfaction
- Transparency and Community Engagement
- Highly Effective Workforce
- Safe, High Quality Water
- Protection of Public Health and the Environment
- Maximum Reuse and Resource Recovery
- Sound Financial Management
- Reliable Water Supplies and Service
- Sound Planning and Appropriate Investment
- Innovative and Efficient Operations

Compensation & Benefits

The Public Affairs and Communications Manager salary range is \$168,366.60 - \$235,713.21 annually, depending on qualifications. The District offers an excellent and competitive benefits package to employees, including but not limited to the following:

Retirement – California Public Employees’ Retirement System (CalPERS) full formula 2%@55 for classic members and 2%@62 for new members, with employee paying employee’s portion.

Medical Insurance – The District contributes up to \$2,051.18 per month towards medical monthly premium for employees and eligible dependents and offers a choice of HMO and PPO plans.

Dental Insurance – The District provides employer paid dental coverage to employees and their dependents.

Vision Care – The District provides a vision coverage program at no cost to the employee. Employees may elect to cover dependents at a group rate price.

Life, Short Term & Long Term Disability Insurance – The District provides life insurance in an amount equal to the annual salary plus \$50,000. Short-term and long-term disability plans are also provided and are paid for by the District.

Holidays – The District provides 12 paid holidays per year.

Paid Leaves – Employees accrue vacation hours based on years of service with the District ranging from 104–168 hours per year. Sick leave is earned at a rate of 8 hours per month. Management leave is also provided.

Deferred Compensation – The District provides up to 3% of base salary deferred, and matched on a dollar for dollar basis into either a 401(a) or a 457(b) plan.

Social Security – In addition to CalPERS, the District participates in Social Security. The District and employees contribute a required percentage of base wages for Social Security.

Retiree Medical Benefits – The District contributes 75% of the Kaiser Permanente Traditional HMO plan rate for employee only to employees who retire after at least 10 years of service with the District and are at least 55 years of age.

Wellness Center – Employees have access to an on-site fitness facility at no cost. Employees also have the opportunity to participate in a Wellness Program.

Physical Fitness Program - \$500 per year is made available to employees for qualifying fitness memberships and purchases.

Flexible Work Schedule – Employees may telecommute up to two partial or full days per week, with approval.

Additional Benefits – Also attractive is a 9/80 work schedule, flexible spending account options, tuition reimbursement program, District provided cell phone or stipend and more.

Application Process

If you are interested in this outstanding opportunity, visit [GovernmentJobs.com/careers/LVMWD](https://www.governmentjobs.com/careers/LVMWD) or scan the QR code to apply online. **A cover letter and resume must be attached to your employment application.** The District is an Equal Opportunity Employer and welcomes applications from all qualified applicants.

Application Deadline: November 17, 2025

Following the closing date, all applications will be screened according to the qualifications desired in this brochure. The most qualified candidates will be invited to continue in the selection process. All candidates will be advised of their status in the recruitment process via e-mail.



If you have any questions regarding this position, please contact Sophia Crocker at (818) 251-2126.