



THREE VALLEYS
MUNICIPAL WATER DISTRICT



GOVERNMENT AFFAIRS MANAGER

CLOSING DATE: June 7, 2026



ABOUT TVMWD

Three Valleys Municipal Water District (District/TVMWD) is a government agency that was formed by a vote of the people in 1950. It is one of the 26 member agencies of the Metropolitan Water District of Southern California (MWD) that is authorized to deliver wholesale water supplies from the Colorado River and Northern California. The District gets its name from the three areas that it serves: the Pomona, Walnut, and East San Gabriel Valleys. There are 14 cities and water agencies that are within the TVMWD service area, which covers an area of 133 square miles and a population of over 500,000.

The District's annual budget is \$93 million, with the majority of the expenses associated with the purchase and sale of water. A publicly elected, seven-member Board of Directors presides over TVMWD.



OUR MISSION

Is to supplement and enhance local water supplies to meet our region's needs in a reliable and cost-effective manner.

CORE VALUES

INTEGRITY

Devote work effort in a consistent and fair manner to do what is right.

COLLABORATION

Have an open exchange of information and share ideas broadly within and across organizational lines; engage our internal and external customer as valued partners.

ACCOUNTABILITY

Deliver on our commitments and decisions; take ownership of the outcomes and results.

PROGRESSION

Have a growth mindset for continuous improvement at both personal and organizational levels.

INNOVATION

Provide bold leadership that is prepared to challenge the status quo and develop projects and services that create long-term value for our member agencies.

THE POSITION

The Government Affairs Manager leads the District's legislative and external affairs efforts, coordinating advocacy, policy tracking, and strategic engagement with state and federal stakeholders. Reporting to the General Manager, this role works closely with the Board of Directors, member agencies, and regional partners to advance the District's legislative priorities and represent the District on key policy issues affecting water resources.

THE RIGHT CANDIDATE

The ideal candidate is a strategic, collaborative, and highly effective communicator with a strong understanding of public policy, legislative processes, and California water issues. They bring experience in government relations, policy analysis, or public administration and are passionate about supporting water management and regional collaboration.

They are proactive, politically astute, and confident and comfortable with public speaking, including delivering presentations to diverse audiences. The successful candidate demonstrates strong written and verbal communication skills, with the ability to prepare clear, compelling materials and present complex policy matters in an understandable and actionable way.

This individual is also highly skilled in building and maintaining relationships, effectively engaging with elected officials, agencies, and external partners. They are organized, adaptable, and motivated to advance the District's legislative priorities while supporting TVMWD's mission to deliver reliable and sustainable water resources.



ESSENTIAL FUNCTIONS



- Independently conceives and recommends programs and policies that will achieve and/or support the District's goals and mission.
- Manages outreach responsibilities as well as tracking and monitoring State and Federal legislation.
- Coordinates District legislative outreach and acts on pertinent State and Federal bills.
- Participates on the legislative committees for a wide variety of state and local membership partners, associations and agencies.
- Seeks opportunities for the district to sponsor legislation that will benefit and add efficiency to the District and its member agencies.
- Prepares District's annual strategic plan with executive management.
- Prepares the annual legislative priorities and principles for the district.
- Prepares news releases, talking points, key messages; answers media inquiries promptly, arranges interviews and plans press conferences to announce major news or crisis information, when necessary.
- Coordinates and participates in the development and administration of the Public Affairs budget.
- Represent and coordinate activities with District departments, elected officials, member agencies, and external agencies; specifically, those influencing MWD regarding matters that impact the District's legislative and advocacy functions.
- Travels to the state Capitol several times per year for legislative meetings, briefings and conferences; may on rare occasions be required to travel to Washington, D.C.
- Meets with all legislative offices, either at the Capitol, in their local district offices or at TVMWD, to provide briefings on priority bills and District advocacy efforts.
- Builds and maintains positive working relationships with co-workers, other District employees and the public.
- Prepares and delivers presentations to the Board of Directors, executive leadership, and external forums on legislative, regulatory, and policy matters.
- Develops clear, concise written materials, including staff reports, briefing documents, correspondence, and policy analyses for internal and external audiences.
- Serves as a key spokesperson for the District on legislative and governmental affairs, requiring strong professional verbal and written communication skills.
- Develops, analyzes and edits technical reports for public and public comprehension.
- Represents the General Manager and District in a variety of high-level meetings.

REQUIREMENTS & QUALIFICATIONS

● Education & Experience

The Government Affairs Manager will possess a combination of education and experience equivalent to:

- Five (5) or more years of experience in legislative affairs with a proven ability to engage elected officials and staff and build strong relationships at the state and federal levels.
- Bachelor's degree from an accredited college or university in public administration, political science, business, communications, or a closely related field is required.

● Physical Demands & Conditions

Requires the ability to receive, understand, and act upon verbal and written communication from others, and to communicate with others. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit and stand; and to talk and hear. Must be able to carry, push, pull, reach, and lift equipment and parts up to 25 lbs. and heavier weights with the use of proper assistance.

Must be able to participate in job-related activities at times other than normal business hours, i.e., evenings and weekends, and at various locations that will require operating a motor vehicle. Requires occasional air travel and overnight stays.



COMPENSATION & BENEFITS

This is an exempt role with a salary range of \$156,206-\$218,688 annually. TVMWD offers a comprehensive benefit package, which includes:

- **Work Schedule:** Four 10-hour days, Monday through Thursday.
- **Telecommuting Opportunities:** Up to 1 day per week, depending on job duties (after 6 months of service) and in accordance with the policy.
- **CalPERS Retirement:** 2%@62 formula for PEPRAs employees; 2%@55 for Classic employees. Employees pay 7% - 7.75%. TVMWD does not participate in Social Security but does participate in Medicare.
- **Deferred Compensation:** Two plans are offered to employees: 401(a) – TVMWD a match of employee contributions up to \$500 per month (\$6,000/year) and a 457 voluntary plan where employees can elect to defer compensation pre-and/or post-tax up to the IRS limits.
- **Medical:** Employees may elect from Anthem Blue Cross PPO, High Deductible PPO, HMO, and Kaiser HMO plans. Employees pay 0-5% of medical premiums.
- **Dental & Vision:** Full coverage for employee and family at no cost employees.
- **Employee Assistance Program (EAP):** Available to employees and their families at no cost to employees.
- **Health Reimbursement Arrangement:** TVMWD pays \$1,000 annually for out-of-pocket health related expenses not covered by insurance
- **Health Savings Account:** TVMWD contributes up to \$800/annually into an HSA account for employees who select a high deductible plan.
- **Short/Long Term Disability:** TVMWD pays 100% of premiums.
- **State Disability Insurance:** TVMWD pays State Disability Insurance.
- **Life Insurance:** TVMWD offers 2x the annual salary up to \$300,000.
- **Holidays:** 12 days per year, including up to 3 floating holidays (after 1 yr of service)
- **Sick Leave:** 96 hours per year
- **Vacation:** 80 per year
- **Admin Leave:** 50 per year
- **Tuition Reimbursement:** Up to \$5,000 per year
- **Wellness:** On-site gym available and more.
- **Other Benefits Include:** Telephone reimbursement, Jury Duty coverage, Flexible Spending Account (FSA), Retiree Health, and Supplementary Life Insurance.

Meet the Team



Jonathan Larson
Water Operator

"I'm incredibly grateful for the supportive environment at Three Valleys. Management has always gone above and beyond to provide the necessary resources for success. It's the best career choice I've ever made."



Sylvie Lee
Chief Water Resources Officer

"I enjoy working at Three Valleys, every single day – even on those challenging days. We have an awesome culture – from the top to all the staff, including our Board of Directors, General Manager and all my colleagues."



Dom Aguiar
Operations Manager

"Working in TVMWD you get the small-town feel, great culture, and opportunities to further your professional growth."



Brian Pen
Water Resources Analyst

"Three Valleys has been an absolute pleasure to work at! As a relatively new member of the Three Valleys team, I have been warmly welcomed kindly by my coworkers and find that I have learned something new each day I walk into the office."



Rich Quintero
Inst. Electrical Systems Ops

"Three Valleys is a great place to work, it has a friendly environment. You will work with very knowledgeable people in the industry. The atmosphere you get while working here is more of a close-knit group and it's a place where you want to retire from."



Erika Gomez
Chief Finance Officer

"Working at Three Valleys has been a dream come true. The close-knit culture and supportive team make every day enjoyable, and it's a place where you can build a meaningful and rewarding career."

JOIN OUR TEAM



Make an impact in Public Water Leadership!

The final filing date is Sunday, June 7, 2026, at 11:59 PM PST. To be considered for this exciting and rewarding career opportunity, please submit your completed District application and resume via email to the Human Resources department at 3vHR@tvmwd.com. Applicants may obtain an application by visiting www.threevalleys.com.



3vHR@tvmwd.com



[\(909\) 293-7030](tel:(909)293-7030)



ThreeValleysMWD.com

Note: The information contained in this job announcement is in abbreviated form. This is NOT an offer of employment and is NOT a complete list of the terms and conditions which affect District employment. Persons selected for employment will be required to pass a medical examination. They will also be required to present documents establishing personal identity and the legal right to work in the United States. Employment is contingent upon the successful completion of this process.