



Association of State Drinking
Water Administrators

Water Policy Analyst

The Association of State Drinking Water Administrators (ASDWA) is seeking a **Water Policy Analyst**.

The Association of State Drinking Water Administrators (ASDWA) is the professional Association serving state drinking water programs. Formed in 1984 to address a growing need for state administrators to have national representation, ASDWA has become a respected voice for state primacy agents with Congress, the United States Environmental Protection Agency (EPA), and other professional organizations. ASDWA's members are the drinking water program administrators in the 50 states, the five territories, the Navajo Nation, and the District of Columbia. (16 of the 50 state drinking water programs are in state departments of health; 31 are in state departments of the environment or natural resources; and 3 are in mixed departments of health and environment.) ASDWA is a 501(c)(3) non-profit. Please view our website at www.asdwa.org to learn more about ASDWA.

Summary: The ideal **Water Policy Analyst** has a cooperative spirit, is self-reliant, and can see big picture ideas and consequences in the detail of data and information. The **Water Policy Analyst** is a vital member of our team. She/he will report to and work directly for the Executive Director and collaborate with other key staff. Generally, the **Water Policy Analyst** will have the following responsibilities:

- Collect data and information to inform the development of policies and positions on legislative, regulatory and security issues impacting state agencies and water systems;
- Act as the liaison between the Environmental Protection Agency's (EPA's) drinking water program and ASDWA's members and their staff;
- Review and comment on draft EPA Safe Drinking Water Act (SDWA) regulations, reports, and guidance as needed;
- Track new legislative and regulatory developments for the membership and summarizing those developments for communications in social media and in ASDWA's *Weekly Update*;
- Support development of ASDWA's Year-In-Review;
- Support development and planning of ASDWA's meetings and workshops; and
- Other projects/duties as assigned

Qualifications:

- Minimum of Bachelor's Degree from an accredited school. Preferred: major in environmental studies (environmental policy or environmental science or environmental law), engineering, public health, physical science, natural science, biological science, or equivalent - advanced degree a plus
- Minimum of 4 years' experience in either environmental policy/science/engineering, at a Washington, D.C.-centric association or consultant, the Hill, a water/wastewater system or consultant or manufacturer for water/wastewater systems. Federal or state drinking water regulatory agency experience a plus.
- Ability to work independently and in a team environment.
- Ability to manage multiple deadline requirements, workflow volume changes, and membership requests/inquiries.
- Communicate professionally and interact with all levels of management internally and with external stakeholders.

- Strong research and analytical skills, including the ability to collect, analyze and use data to inform conclusions about policy and program effectiveness, synthesize complex issues into clear and concise language and develop key policy considerations and recommendations;
- Establish priorities and adapt in a fast-paced environment.
- Excellent writing and verbal communication.
- Supports the Association core values of ethics and professionalism.

Salary:

- Salary commensurate with experience – targeted salary range of \$50,000 – \$75,000.
- Comprehensive benefits for full time employees include 10 paid holidays and 12 paid sick days per year, 10 days of vacation per year, full medical, dental and vision benefits as well as life insurance, flexible (pre-tax) benefits, and 8% contribution to retirement.

Travel: Some travel is required to meet with stakeholders and for various Association and partner meetings, approximately 15%.

Send resume and cover letter to tmaves@asdwa.org by COB Friday, April 27, 2018.

ASDWA is an equal employment opportunity organization. No person shall be discriminated against in recruitment or employment because of age, color, race, national origin, gender, disability, sexual orientation, marital status or other characteristic protected by law. ASDWA is firmly committed to complying with the Americans with Disabilities Act (ADA). ASDWA will make reasonable accommodations for otherwise qualified persons with known disabilities unless to do so would result in undue hardship to the Association or other employees.