

	Job Classification: Representation: Wage Schedule Range: FLSA: Effective Date: Revision Date:	Manager of Water Resources Management and Confidential Unit 28 Exempt November 2013 April 26, 2017, February 2018
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Classification specifications, i.e. Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

Summary

Under general supervision this single position class has significant responsibility in the oversight District’s water resource, water rights, environmental and science programs as well as supporting the operations and maintenance and capital project programs with technical expertise related to duties such as water quality, stream flow, storm water runoff, source water protection, and carbon footprint reductions. Successful performance will require providing a variety of professional services to the District by conducting studies, overseeing consultants, developing recommendations for policies, procedures, and action, inclusive of overseeing projects, programs, and agreements, acting as liaison for the District with a variety of private and public organizations and regulatory agencies; coordinating, organizing, monitoring and maintaining grant submissions and grant management functions for Water Resources; Developing and maintaining relationships with State, Federal and other agencies relating to the duties assigned in the water resource programs.

Supervision Received and Exercised

General direction is received from the Assistant to the General Manager and/or General Manager. May have lead responsibilities over multidisciplinary teams for a specific task or project.

Essential Duties - *The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

- Administer and coordinate the District’s water rights program; ensuring completion and updating of water resources management plans, groundwater management plans, and urban water management plans within the District’s resources strategy and State requirements.

- Provide water resource information as requested to assist in the completion of infrastructure master plans.
- Serve as a technical and professional resource to the District to guide water resource projects and master plans using sensitive water rights information and assist in such areas as hydrological analysis of water and water distribution systems; information on stream flows, reservoir storage, water diversions, etc.
- Represent the District with counsel and others in handling sensitive water rights issues.
- May serve as the District's representative to various councils, conferences, meetings and associations concerned with the use of water resources on behalf of the District.
- Perform research and develop documentation supporting water resource development projects, including joint agency agreements; assist in administering and monitoring such agreements.
- Work to secure additional funding for projects meeting the District's goals and objectives.
- Work cooperatively with partner agencies on regional resource issues that further District goals.
- Obtain and coordinate information from coworkers, consultants, and federal/state agencies to complete reports, develop grants and other funding applications.
- Administer State and Federal grants, manage contracts and consultant agreements, prepare government-required grant status reports, as well as presentations/briefings to coworkers, stakeholders, and the public.
- Assist in preparing goals, objectives and budget requests related to water resources programs.
- Prepare agenda items and staff reports and follow-up on actions taken for the Board, and various committees as they relate to the assigned work.
- Assists in District's public outreach program.
- Assist in subcontracting environmental and other consulting services.
- Establish and maintain an effective and cooperative working relationship with coworkers, representative of other water agencies, consultants, contractors, developers, engineers, local community groups, and local officials through knowledge of work, personal and professional conduct, good judgment, sound decisions, integrity, and exemplary performance.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Perform related duties as assigned or required for the ongoing operation of the District's business.

Qualifications - Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.

Knowledge of:

- Principles and practices required to plan, monitor, and evaluate various water resource programs and projects.
- Principles and techniques of conducting analytical studies, evaluating alternatives and making sound recommendations.
- Principles of monitoring and managing contracts for services.
- Applicable laws, codes, and regulations associated with management of water resources and operation of water and wastewater services in California.
- State agencies involved with the oversight of public utility operation and the management of water resources.
- The integration of the water and energy markets.
- Report preparation, including incorporating/editing information prepared by others.
- Techniques for making effective public presentations including graphic organization of data and oral presentation skills to community groups and professional organizations.
- Principles of water flow and hydrologic modeling and associated computer programs.
- Use of GIS tools to prepare materials as required related to resource and watershed management.
- Principles and practices of grant development and administration, including funding sources typical for this industry; information requirements of granting agencies and the application process.
- Principles of personnel management including supervision, work planning, training, employee development and annual performance evaluations.
- Principles and practices of effective customer service.
- Microsoft Office Suite of programs for word processing, spreadsheets, and PowerPoint presentations.
- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
- English language usage, spelling, grammar, and punctuation.

Ability to:

- Conduct analytical studies including financial analyses; evaluating alternatives; making sound recommendations; and preparing effective narrative and statistical reports.
- Conduct research and collect data from a variety of resources.
- Read, analyze and interpret common scientific and technical materials, financial reports, and legal documents and communicate their contents to co-workers, Board members, and the public.
- Interpret, apply and explain complex laws, codes, regulations, and ordinances.
- Develop, analyze, and administer grant proposals, grants, and budgets.

- Work effectively under time deadlines and within limited financial and staffing resources.
- Maintain a variety of working and official files.
- Recognize and resolve conflict situations in the work place, including planning for them, solving them when they occur, and communicating outcomes reached.
- Be adaptable to performing under varying levels of stress; and to deal with people beyond giving and receiving instructions.
- Provide leadership and management of the department through coaching and facilitating employees working in a team environment.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
- Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, and fax machine.
- Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, presentations, e-mail, internet, and hydraulic modeling.
- Communicate clearly and concisely both orally and in writing with District management staff, co-workers, consultants and the public in one-to-one and group settings.

Education and Experience – *Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying:*

- A Bachelor’s Degree from an accredited college or university with major coursework in a resource planning, scientific, or engineering field related to the work.
- Minimum of five (5) years of prior experience managing/protecting water resources in the area of utilities management or water resources.

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit at desk and in meetings for long periods of time, on a continuous basis; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; reach with hands and arms; use a telephone or other electronic communication devices; communicate orally and through written means; use standard office equipment such as computers, copiers, and FAX machines; write or use a keyboard to perform assigned design and drafting duties; bend, squat, climb, kneel and twist while checking equipment or performing field work; stand and/or walk over both even and uneven ground; occasionally climb stairs, stoop, kneel, crouch, or walk

and/or stand on slippery surfaces; occasionally lift and/or move up to 25 pounds; hearing and vision within normal ranges with or without correction.

Work Environment

Work is generally carried out in a typical office setting with regular field visits requiring the operation of a motor vehicle and occasionally traversing uneven terrain and inclement weather. While performing the duties of this job, the working conditions are largely those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. However, visits to the field may be required where the employee may be exposed to weather extremes of heat and cold, allergens, high level of noise, fumes or airborne particles, and toxic or caustic chemicals.

Additional Requirements

- 18 years of age.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Eligible to work in the United States.