



Marina Coast Water District

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WATER RESOURCES MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to all programs and activities of the District's Water Resources Division, including assisting with long- and short-term project planning and overseeing water resources studies, analyses, and special projects; coordinates assigned activities with other District departments and outside agencies; provides complex and responsible support to the District Engineer, and others in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager. Exercises general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that manages and performs routine to very complex District projects requiring the use of professional judgment and initiative in interpreting data and developing a variety of technical and policy-oriented recommendations and reports, including groundwater monitoring and analysis. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of the assigned functional area, including participating in short- and long-term planning and development and administration of Federal, State, and local funds for water resources programs and various other projects and studies. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other District departments and public agencies.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, manages, and oversees the daily functions, operations, and activities of the Water Resources Division, including groundwater monitoring and analysis; manages, plans, and directs the groundwater program to aggressively protect groundwater from the threat of contamination, and maintains and develops groundwater to optimize reliability and to minimize land subsidence and salt water intrusion.
- Manages, plans, and oversees annual water supply planning of imported water sources, reservoir, recharge, and raw water distribution operations, untreated surface water, asset management of raw water and field facilities, and protection of the District's water rights, and long-term water supply modeling and analyses.

- Plans, manages, and oversees planning and construction of water resources projects.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development and administration of and oversees division budgets.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Plans, manages, and oversees the daily functions, operations, and activities of the groundwater monitoring and analysis program designed to help protect and augment groundwater supplies.
- Oversees engineering and hydrogeological analyses to support water supply operations decisions and long-term water supply planning, including the evaluation of monitoring data and computer models to assess and forecast groundwater conditions and trends.
- Administers programs to monitor groundwater levels, water quality, and land subsidence to support operational decisions and long-term planning and for compliance with applicable federal and state regulations.
- Acts as technical expert in the area of groundwater resource management and policies.
- Monitors, reviews, and comments upon proposed legislation, policy, and land use decisions related to groundwater and coordinates with regulatory agencies on groundwater contamination cases in accordance with District interests.
- Oversees the development of consultant requests for proposal for professional services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award.
- Meets and confers with contractors, engineers, a variety of outside agencies, and the general public in acquiring information and coordinating water resources matters.
- Prepares, reviews, and completes various reports, including Board agenda reports and division-related documentation and correspondence.
- Serves as a liaison for the assigned division to other District departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary.
- Provides highly complex staff assistance to the District Engineer; develops and reviews staff reports related to assigned activities and services; presents information to the Board of Directors and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to water resources programs, policies, and procedures.

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of water resources; researches emerging products and enhancements and their applicability to District needs.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, concepts, and standards of water resources management, engineering, hydrogeology, geology, and environmental sciences.
- Principles and practices of water supply planning, numerical modeling and analysis, forecasting and risk analysis, groundwater protection, water quality and chemistry, and statistical analysis.
- District operations and water management systems.
- Organization and quality management practices as applied to the development, analysis, and evaluation of projects, policies, and operational needs of water resources program management.
- Principles and practices of water resources project and program budget development and administration, contract negotiation and management, and sound financial management policies and procedures.
- Practices of researching water resources issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to water resources management.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION/EXPERIENCE:

Any combination of experience, education and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Equivalent to graduation from an accredited four-year college or university with major coursework in water resources management, water resources engineering, civil or other field of engineering, hydrogeology, or a related field.

Experience:

Five (5) years of water resources, groundwater management, hydrogeology, engineering, or related experience, including two (2) years of supervisory or ongoing program or project management experience.

LICENSES AND CERTIFICATIONS:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect District sites, to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLSA Status: Exempt, not eligible for overtime

Bargaining Unit: Teamsters Local 890