



## **DEFINITION**

With direction from the General Manager, plans, organizes, and directs the District's Water Resources Department; establishes goals and objectives for the department and internal policies and procedures related to departmental activities; through subordinate managers and supervisors, directs the work of staff engaged in Water Resources program activities and ensures the effectiveness of departmental programs; provides responsible advice and counsel to the Board, General Manager, and District managers on a variety of water resources issues; participates on the Executive Management team to develop District-wide policies and procedures; provides highly responsible administrative staff assistance to the General Manager; represents the District to outside groups and organizations; serves as District liaison on various inter-agency coordination projects; and performs other related work as required.

## **DISTINGUISHING CHARACTERISTICS**

**Manager of Water Resources** is a single position senior manager, department head classification. With minimal direction within a framework of overall goals and objectives, the incumbent is responsible for directing water resources activities and has programmatic responsibilities that include: long-range water supply and dry-year planning, demand management, conservation, groundwater resources, and Alameda Creek watershed management and operations.

This classification is distinguished from other senior manager classifications within the District by the specific responsibility for directing District-wide water resources activities. This classification is distinguished from other water resources management classes by responsibility for the supervision of those classes and overall responsibility for directing department-wide water resources activities for the District. This classification is distinguished from the General Manager in that the latter is the chief executive responsible for the effectiveness of all District operations and provides direction to this classification.

## **TYPICAL DUTIES**

### **TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Plans, develops, and implements goals and objectives for the Water Resources Department; prepares and administers internal policies and procedures related to water resources program activities; interprets and explains applicable rules, laws, and regulations to managers, supervisors, and others.
- Directs, oversees, and participates in Water Resources departmental programs and activities which includes: analysis of historical water usage data; projects water demand and supply based on land use trends and other factors; secures and maintains sufficient water supplies to meet demands; plans for needed facilities; manages water demand and conservation programs; assigns work activities for water resources projects and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Directs, oversees, and participates in groundwater resources and Alameda Creek watershed management programs, activities, and operations which includes:

groundwater contamination cleanup and/or remediation efforts, well ordinance and aquifer reclamation programs, and groundwater recharge operations; assigns work activities for groundwater resources and Alameda Creek watershed management projects and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.

- Recommends selection of water resources consultants; oversees the coordination and management of water resources consultants.
- Continually assesses proposals and trends impacting water source(s) and quality, and explores availability of loans and grants for projects and programs; reviews EIR's and CEQA documents and drafts District comments.
- Monitors legislative and regulatory activities and coordinates with District's external representative(s) and other managers, as appropriate, on legislative or regulatory issues to protect the interests of the District.
- Interviews and hires new staff; prioritizes, assigns, and reviews work; approves time off for payroll purposes; prepares employee performance evaluations; monitors and participates in employee relations activities within the department.
- Coordinates preparation of the annual budget request for the Water Resources Department; reviews staffing, equipment, and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption and approves purchase requisitions.
- Coordinates water resources activities with other departments and divisions; provides responsible advice and counsel to the General Manager and department and division managers on a variety of water resources issues; oversees maintenance of water resources project files and work papers; responds to requests and prepares and presents reports to the Board of Directors.
- Attends Board of Director and Board Committee meetings; prepares and presents staff reports and agenda items for consideration by the Board; serves as advisor to the General Manager and Board on water resources issues.
- Participates in Executive Management team activities, including weekly meetings with the General Manager and other department managers, to assist the General Manager in reviewing, developing, and implementing District-wide policies and procedures.
- Represents the District to outside groups and organizations; acts as District liaison on various inter-agency coordination projects; may lead team of District staff engaged in discussions with representatives of other governmental entities. Some activities may require overnight travel, particularly to Sacramento and other areas of the State.
- Performs other related work as required.

## **REQUIREMENTS**

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

**Education and Experience:**

Possession of a Baccalaureate degree from an accredited college or university with a major in engineering or water resources planning and management and eight (8) years of full time professional engineering or water resources planning and management experience that includes at least four years of experience in a supervisory capacity. Registration as a Professional Engineer in California is highly desired.

**Knowledge, Skills, and Abilities:**

Knowledge of: water resources engineering principles, terms, practices, and methods applicable to water utilities; water supply and groundwater production systems; watershed management; principles of management and administration; federal, state, and local laws and regulations impacting water quality; environmental requirements related to water resources; budget administration; engineering mathematics through calculus and statistical analysis methods; modern principles and practices of effective employee supervision, training, and personnel management; and employee relations concepts and methods.

Skill and Ability to: plan, organize, and direct comprehensive water resources and watershed management programs; analyze, interpret, and apply information; choose among alternative courses of action and develop sound recommendations; understand and implement laws, regulations, policies and procedures; plan, assign, and supervise the work of subordinate staff; maintain positive employee relations within the department; maintain detailed and accurate records; prepare clear and concise written reports including those submitted to the Board of Directors; effectively operate a computer and other standard office equipment; proficiently utilize word processing, spreadsheet, presentation, and associated technical software applications; communicate effectively, both orally and in writing; prepare and make verbal presentations of technical material to technical and non-technical audiences; establish and maintain effective working relationships with those contacted in the course of the work.

**Additional Requirements:**

- Must possess a valid California driver's license and have a satisfactory driving record.

**Working Conditions/Physical Requirements:**

On a daily basis, the essential duties of this classification are performed primarily in a controlled-temperature office and require the ability to: sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone, computer keyboard, and other office equipment; speak and hear to receive and provide information in person and on the phone; see sufficiently to perform assignments; and intermittently twist to reach equipment or supplies surrounding desk.

Occasionally, the essential duties of this classification are performed in the field under various climatic and geographic conditions in an environment with exposure to high frequency and constant noise, dust, allergens, and other environmental irritants and around moving equipment and vehicles and require the ability to: use feet and hands to operate a vehicle and to crawl into confined spaces or up ladders when inspecting field sites.

Manager of Water Resources

Revised: 08/18

Approved: \_\_\_\_\_  
Human Resources/Risk Manager