



## Water Supply and Planning Manager

### **DEFINITION**

Under general direction, plans, organizes and directs a variety of water resources planning work of a specialized or complex nature; supervises staff assigned to water resources related programs.

### **DISTINGUISHING CHARACTERISTICS**

This single position class is distinguished from other management classifications within the District by its responsibility for directing and coordinating water resources planning efforts. Areas of program responsibility include coordinating the development of long-range water supply plans, alternate water supplies, regional partnerships, and dry-year supply planning; supervising the implementation of water conservation; coordinating compliance with water supply assessment requirements; and coordinating District activities with regard to fisheries restoration efforts and other regional and state issues that may impact District supplies. It is distinguished from the Water Conservation Supervisor and other water resources professionals including engineers and analysts, in that the latter classes may report to this class.

This class reports to the Manager of Water Resources.

### **TYPICAL DUTIES**

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

- Directs complex water resources planning and analysis activities including estimating water demand, conservation impacts, and computer operations modeling based on historical usage data, land use trends and other factors; helps secure and maintain sufficient water supplies to meet demand and plans for needed facilities.
- Coordinates implementation of projects and programs recommended in the Integrated Resources Plan including development of recycled water and dry year supplies; negotiates terms and conditions of water supply exchanges; provides oversight and review and approval or acceptance of designs and technical reports prepared by consultants.
- Represents the District in meetings with federal and state agencies, industry groups, and upstream water agencies regarding a variety of water resources planning issues of mutual concern; provides coordination for watershed management issues including development of a watershed management plan and compliance with the Endangered Species Act.
- Continually assesses proposals and trends impacting source and quality of the District's water and explores obtaining loans and grants for projects and programs; reviews EIR's

and CEQA documents received from other agencies and drafts the District's comments for signature of the General Manager.

- Coordinates the development of Water Supply Assessments with cities to which we provide water, including the Cities of Fremont, Newark, and Union City in compliance with the California Water Code and any subsequent laws and regulations which are enacted to integrate land use and water supply planning conducted by the cities and water supplier, respectively.
- Evaluates proposed legislation and regulations 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.
- Researches and prepares complex technical and administrative reports and recommendations on water resources planning issues and presents to senior management and/or the Board of Directors.
- Directs the District's demand management programs, including developing strategies for new programs and projects.
- Prepares the annual budget request for the work unit; estimates staffing, outside services, and equipment supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves purchase requisitions.
- Interviews and hires new staff; prioritizes, assigns and reviews work, approves time off for payroll purposes, and prepares employee performance evaluations.
- 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 civil engineering or a related field, and five years of full time water resources planning experience.

### **Knowledge, Skills and Abilities:**

**Knowledge of:** - Current California water policies, politics and issues; pertinent federal and state laws and regulations; hydrologic concepts, engineering economics and project management techniques; computer applications relating to water resources planning modeling; requirements of environmental impact assessments and related regulatory processes; principles and practices of policy development and implementation; budget administration; principles of

employee supervision, training and personnel management.

Skill in: Operating a personal computer. Ability to: Plan organize and direct complex and specialized water resources planning studies and analyses; utilize sophisticated computerized operations models to make planning projections; analyze, interpret and apply information, choose among alternative courses of action and arrive at a recommendation; understand and implement laws, regulations, policies and procedures; plan, assign and supervise the work of subordinate staff; communicate effectively, both orally and in writing; maintain detailed and accurate records; prepare clear and concise written reports including technical material for non-technical audiences; establish and maintain good 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 continuous basis, sit at a desk for long periods of time in front of a computer screen; intermittently twist to reach equipment or supplies surrounding desk; perform simple grasping and fine manipulation; use a telephone and computer keyboard on a daily basis; lift and carry weight of 10 pounds or less.

Revised: 10/2019

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