



Director of Water Resources

DEFINITION

Under general policy direction, to plan, organize and direct the activities of the Water Resources Division; to assign and coordinate activities of the division staff; to represent the division and the District in contacts with other agencies and organizations and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This senior management class provides administrative oversight and policy direction to the various departments and organizational units of a broad-based division with staff engaged in water efficiency, water supply resiliency, water rights, long term water supply planning and developing and implementing initiatives that address climate change and sustainability. Such functions are accomplished with a maximum degree of independence within established policies and procedures set forth by the Board of Directors, General Manager and Federal, state and county laws, ordinances and regulations. Responsibilities include coordination with management staff of other District divisions and governmental agencies to manage and accomplish the complex and varied functions of the division. The incumbent is accountable for accomplishing long- and short-range planning and operational goals and objectives and for furthering the District's goals and objectives within general policy guidelines and will provide executive support and professional and technical assistance to the General Manager in planning, directing and reviewing District programs, and operations; manage the activities of the Water Resources Division; and assume the responsibility of the General Manager, as assigned, in the absence of the General Manager.

The incumbent provides effective leadership to a broad-based team and maintains an environment that fosters positive employee engagement, high productivity, and effective communication.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Plans, develops and implements short and long term goals and objectives of the Water Resources Division that support water supply resiliency and the District's overall strategic plan; coordinates and reviews the District's water resources activities including evaluating risks to water supply, securing and maintaining water supplies of quality and quantity sufficient to meet District needs and recommending water supply alternatives;
- Assists the General Manager and the Board in developing and implementing District goals, objectives, policies, and procedures;
- Obtain, review and analyze assessments of qualified consultants;
- Ensure that District projects are in compliance with established the District's water rights parameters; follows, monitors and complies with regulations and legislation regarding water rights'
- Develops and administers water shortage contingency plans;
- Reviews engineering plans for short and long term impact on District water resources;
- Directs the preparation of a variety of water use efficiency projects, studies and reports relating to current and long-range water resources strategic needs and develop specific proposals to meet them;
- Prepare presentations and propose projects related to the impact of climate change on local water supply;
- Plans, directs, reviews and evaluates the work of a professional and technical staff engaged in water efficiency, water supply, water quality, laboratory services, and safety;
- Ensures the planning, organization, administration, review and evaluation of the work of staff and various contractors directly and through subordinate levels of management and supervision.
- Selects, trains and evaluates the work of principal subordinates;
- Stays well-informed of pending and current legislation impacting the water industry; interprets and observes applicable laws and regulations; ensures that the division's functions are in compliance with applicable laws ordinances and regulations; ensures compliance with related required reporting to regulatory agencies;
- Develop the guidelines for use of District water sources;
- Under the direction of General Manager, coordinates with personnel to review current and proposed projects, work schedules, and organizational structure;
- Develop and implement division policies and procedures;
- Certifies and submits regulatory reports to comply with the National Pollutant Discharge Elimination System (NPDES) program, Waste Discharge Requirements (WDR) and State Water Resources Control Board-Division of Drinking Water (DDW) requirements;
- Directs and participates in the preparation of Division and project budgets; monitors costs and prepares reports as required;
- Manages the District's water quality function consistent with providing the highest quality cost effective water to consumers;
- Directs and/or prepared technical and administrative report, presents reports and recommendations to the General Manager and the Board of Directors;
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- reports and recommendations to the General Manager and Board of Directors;
- Attends Board meetings; represents the District in interagency, community and professional meetings, making oral and written presentations as required;
- Promotes safety among District employees and instills a strong culture of safety throughout the organization;
- Assumes the responsibility of the General Manager, as assigned, in the absence of the General Manager.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Principles and practices of water resource forecasting, planning and management;
- Principles and practices of water use efficiency, procurement and water quality
- Principles and practices of water quality monitoring, analysis and reporting;
- Operations, methods, practices and techniques common to the operations of a large complex water treatment, storage, transmission and distribution system;
- Operations of water system control facilities including Supervisory Control and Data Acquisition (SCADA) systems functions and capabilities;
- Principles and practices of public administration, including budget preparation and administration, fiscal administration and control; strong working knowledge of pertinent local, State and Federal laws, rules and regulations including California water rights, EPA and Safe Drinking Water regulations;
- Incident command structures and associated emergency response concepts;
- Best practices in employee safety and CalOSHA rules and regulations;
- Effective personnel administration, employee relations and management in a public setting;
- Principles and practices of leadership, motivation, team building and conflict resolution;
- Negotiating techniques; competitive bidding; contract administration;
- Modern office procedures and technology related to the work.

Ability to:

- Lead department managers in coordinating effective and efficient services in a highly regulated public utility environment;
- Analyze data on water use and identify possible areas of demand management;
- Review reliable climate change impact studies and their impact on water supply and develop appropriate work plans related to the potential impact;
- Review and analyze engineering studies;
- Serve as technical advisor to the General Manager, Board of Directors, other Division Managers and other agencies;
- Interpret, explain and apply applicable laws, rules and regulations;
- Develop and implement policies and procedures having District-wide application relating to personnel, training, budget and organization, and coordinate department

- activities with those of other District departments;
- Assure the collection and analysis of data required for efficient systems operations;
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
 - Supervise, train and evaluate assigned personnel;
 - Prepare clear, accurate, concise and complete reports;
 - Effectively communicate orally and in writing;
 - Establish and maintain cooperative working relationships with other District personnel and representatives of public and private agencies, as well as members of the general public;
 - Depending upon job assignment, drive a vehicle;
 - Travel to alternative work locations and offsite meetings.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Graduation from college with a Bachelor's degree from an accredited institution with a with major emphasis in water resources management, environmental planning, business administration or engineering;
- Ten years of increasingly responsible business/utility or water operations experience, at least two of which must have included water resource planning at a management level.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

LICENSES AND/OR CERTIFICATIONS

- Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while

sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up to 10 to 25 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen.

The noise level in the work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: February 2022
Revised:
by: Human Resources Manager