

Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Principal Water Resources Specialist
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GENERAL PURPOSE

Under general direction, plans, organizes, supervises, and participates in the work of staff engaged in technical analysis, policy development and planning of water resources issues, water supply projects, water conservation, and/or the implementation of water management programs affecting the near-term and long-term provision of safe and reliable water supplies for the District; serves as a technical expert or project manager for highly specialized and very complex water resources projects or program areas; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This classification is responsible for regularly working on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to serve as a technical expert or project manager for highly specialized and complex water resources projects. Incumbents are responsible for providing professional support to a department director in a variety of areas. Performance of the work requires the extensive use of independence, initiative, and discretion within broad guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a department director. Exercises direct supervision over professional and technical staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Participates in the selection, training, supervision, and evaluation of assigned staff; participates in the establishment of performance requirements and personal development targets and provides technical assistance and advice to assigned staff.

- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives, and values.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, ensuring alignment with the District's strategic and operational plans.
- Assists with the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Performs project management, overseeing the evaluation and selection of consultants retained to perform specialized and complex technical studies and analyses on issues such as the development of water supply projects, water demand forecasting, capacity charge calculations, seasonal water storage, wheeling, water supply reliability and economics, water rates, water management programs, and computer modeling and database management; establishes project schedules; drafts or reviews professional services Request for Proposals (RFP) and project/funding proposals; sets scopes of work, negotiates and oversees administration and management of agreements for professional services; reviews work in progress and approves final draft work products.
- Administers the District's water management and drought management programs; administers the District's reclamation and groundwater funding programs; negotiates agreements for storage of District water; works with the Metropolitan Water District (MWD), Bureau of Reclamation, Environmental Protection Agency, California Department of Water Resources, State Water Resources Control Board (SWRCB), or subagencies to develop and refine water management and/or local supply funding programs.
- Formulates and directs the development of policy recommendations for resource planning actions to increase the reliability of the District's water supply; coordinates interagency planning programs and objectives, and briefs District management.
- Participates in formulating regional water reuse, demand management, and drought management strategy and policy by representing and advocating the District's positions at MWD meetings, SWRCB, state legislature, and state-wide forums and regional task forces.

- Responds to District departments' and external stakeholder requests for information and support on water resources, water treatment technology, water supply regulatory criteria, local project funding, and water management issues; coordinates activities of staff from other departments as it relates to programs managed by the incumbent.
- Tracks, evaluates, and prepares reports and presentations on water resources issues and programs to District management and Board.
- Works closely with other urban agencies, agricultural agencies, and other organizations to pool resources for studies, development of position papers, and technical evaluations in areas of mutual interest.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- Principles, procedures, standards, theories, practices, information sources, and trends in the field of water resources.
- Concepts, theories, principles, and practices of land use, physical design, environmental, water treatment technology, water quality, and social/economic demographics as applied to water utility planning.
- Water conservation and demand management.
- The District's and MWD's water management programs, water conveyance systems, and local supply development funding programs.
- Water transfers and water exchanges.
- District pricing and billing policies.

- Research methods, statistical analysis, and regression modeling techniques related to current and long-term water-demand planning.
- Application, modification, and interrelationships between ordinances, policies, standards, procedures, and practices associated with water resources, reclaimed water, and groundwater planning and project implementation.
- Principles and practices of public policy development.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- Terminology, symbols, methods, and techniques used in water resources planning.
- State and regional government organizations.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Water Supply Planning and Conservation program.
- Assist with the preparation, administration, and monitoring of a division/department budget.
- Make effective oral presentations of ideas and recommendations.
- Interpret and apply complex rules, regulations, laws, and ordinances.
- Provide technical assistance and staff leadership on water resources planning issues.
- Analyze technical planning and programmatic problems, evaluate alternative approaches, and develop effective solutions.
- Review and analyze technical water resource documents and proposed legislation in assigned areas of responsibility.
- Prepare detailed written material, including staff, administrative, economic, and water use statistical reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.

- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Eight (8) years of progressively responsible water resources planning experience, including two (2) years of supervisory experience.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in natural or physical sciences, environmental or civil engineering, economics, natural resources management, urban or regional planning, public administration, or a related field.

Licenses/Certifications:

- A valid California Class C driver's license and ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials, a computer screen, and to operate a motor vehicle and visit various District sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office

classification although standing in work areas, walking between work areas, and operating a motor vehicle to visit various District sites 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 up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Principal Water Resources Specialist
Last Update: October 2019

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>October 2, 2019</i>
Date modified:	
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Principal Water Resource Specialist. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____