



## **DEFINITION**

Under general direction, plans, organizes, directs and coordinates the work of a team of water resources professionals; supervises and reviews the duties of professional and other staff assigned in water resources work; oversees and completes complex water resources, water conservation, water quality and environmental projects; plans, administers, and evaluates biological, habitat, water resources, and environmental programs; provides environmental compliance and permits; manages the endangered species conservation program; and performs related work as required. Exercises supervision over professional and technical staff in assigned areas. Performs related duties as required.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Manager of Water Resources and/or the Assistant General Manager. Exercises direct supervision over assigned professional and technical staff.

## **DISTINGUISHING CHARACTERISTICS**

This is a working first-line supervisory class in the professional Water Resources Specialist series. Incumbents usually have major responsibilities for the management of major Agency projects such as the Lake Berryessa Mussel Prevention and Education Program as well as the environmental compliance and permitting for the Agency's projects involving the supervision of other professional staff. This class is distinguished from the Senior Water Resources Specialist in that the Supervising Water Resources Specialist class includes full supervisory responsibilities. This class is distinguished from the Manager of Water Resources in that the latter has overall responsibility for management of the Water Resources Division, including budget and strategic planning for the Agency.

## **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Supervises, plans, organizes, assigns and reviews work of lower-level professional, water resources and other technical staff.
- Participates in the selection of staff; provides or coordinates staff training; works with employees to develop skills and correct deficiencies; evaluates employee performance; implements discipline procedures.
- Manages the Lake Berryessa Mussel Prevention and Education Program.
- Manages contracts and consultants and oversees the preparation for proposals and permits.
- Coordinates and runs meetings for regulatory agencies on Agency projects.

- Maintains environmental compliance for Agency and Lower Putah Creek Coordinating Committee.
- Prepares and reviews required environmental documents for the Agency.
- Provides program management support to various e programs, projects, and studies.
- Conducts field inspections, investigations, and data gathering.
- Prepares complex reports and correspondence.
- Analyzes water and flood control facilities.
- Ensures compliance with safety policies, procedures and practices.
- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for assigned section activities; implements policies and procedures.
- Participates in budget preparation and administration; prepare cost estimates for budget recommendations; submits justifications for staff, supplies, materials and equipment; monitors and controls expenditure.
- 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 effective supervision and leadership, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Practices, theories, methods, and techniques used in design, administration, and evaluation of water and natural resources conservation programs.
- Principles and practices of budgeting and grant writing.
- Applicable Federal, State, and local laws, and regulatory codes.
- Effective communication techniques and public relations.
- Statistical analysis and technical report writing practices and procedures.
- Modern techniques and principles of effective negotiation.
- Principles and practices of public contracting and procurement
- Basic principles of water distribution and other water-related systems.
- Techniques for effectively representing the Agency in contacts with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Safety principles and practices.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and Agency staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and Agency staff, in person and over the telephone.

### **Ability to:**

- Plan, develop, monitor, and implement an environmental compliance and conservation program.
- Organize, implement, and direct assigned section operations/activities

- Conduct research, assemble, and document data applicable to water resources, environmental, and conservation programs.
- Develop and administer contracts for professional services in a public agency setting.
- Develop project specifications, timelines, and budgets.
- Prepare and present clear, concise and logical written and oral reports, correspondence, and other written materials.
- Communicate effectively, tactfully, and persuasively, both orally and in writing, with dischargers, other Agency personnel, regulatory agencies, commercial and industrial establishments, and the general public.
- Plan, organize, schedule, assign, review, and evaluate the work of and train staff.
- Learn, interpret, apply, and explain technical written material and laws, codes, regulations, ordinances, and Agency policies and procedures.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent Agency policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Prepare and maintain detailed and accurate records, reports, and written correspondence.
- 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.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- 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 and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:** *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in water resources, water conservation, natural resources, biological sciences, environmental sciences, planning, engineering, agriculture, public policy or administration, or a related field

Six (6) years of progressively responsible experience in water and natural resources conservation planning and monitoring, habitat restoration/management, flood control, water distribution systems planning and management, or environmental compliance and permitting which includes at least one (1) year of experience leading and directing the work of others. Possession of a graduate degree may substitute for up to two (2) years of the required experience.

**License and Certifications:**

Possession of an appropriate California driver's license and a satisfactory driving record.

Obtain a Watercraft Inspector and Decontaminator Level III Trainer Certification within one (1) year of employment.

Obtain a Division of Boating and Waterways issued Boater License within one (1) year of employment.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various sites, including traversing uneven terrain as well as accessing temporary or construction sites; to operate a motor vehicle and to visit various Agency 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. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull necessary to perform job functions, lift materials and/or object over 20 pounds, and carry materials and/or objects over 20 pounds; frequently stands for long periods of time and walks.

### **ENVIRONMENTAL ELEMENTS**

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

### **WORKING CONDITIONS**

May be required to work on evenings, weekends, and holidays.

Will be required to be on call during weekends and holidays.

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