



CLASSIFICATION SPECIFICATION WATERSHED MANAGER

Status: At-Will
FLSA Status: Exempt

Santa Ana Watershed Project Authority
Effective Date: December 19, 2017
Revision Dates: None

DEFINITION:

Under direction the Watershed Manager will plan, develop, and manage a variety of complex and integrated water resources studies and projects; coordinate and manage projects and activities for funding programs; and provide transformative facilitation supporting integration, sustainability, collaboration and system-wide approaches, and provide project and program support to the Department Manager.

All SAWPA employees are designated Disaster Service Workers pursuant to state law (California Government Code Sections 3100-3109) and are expected to work overtime, weekends, evenings and holidays as required to accommodate the Agency needs, in addition to responding as a Disaster Service Worker.

SUPERVISION RECEIVED AND EXERCISED:

The Watershed Manager classification reports to and receives direction from the Water Resources and Planning Manager.

CLASS CHARACTERISTICS:

This is the contributing level in the Watershed Manager class series. Positions at this level require professional and technical knowledge of water resources including water rights, groundwater, surface water, recycled water, water quality, ecosystem restoration, and energy as well as sustainability, management, planning and pollution prevention requirements. This position is responsible for working directly and independently with project proponents and other administrators to oversee, assist, manage and monitor grant funded contracts for water resource related implementation projects and programs. Manages multiple, complex and concurrent activities under tight deadlines, establishing priorities, sequence of work, and required resources. Coordinates multiple personnel, agencies and consultants to ensure timely completion. Plans and conducts meetings with project proponents to discuss timeframes and milestones, and provides suggestions for improving the effectiveness and efficiency of the grant administration process; directs implementation of changes.

Develops budgets, assures compliance with funding agency guidelines, processes final proposals, and coordinates with staff and senior management to obtain approval. Identifies and resolves any pre-award contractual or program issues involved in securing grants. Coordinates the implementation of awarded grants and loans. Interprets and provides technical knowledge and information about Federal, State or Agency grants programs to senior management and project proponents staff.

Positions at this level have typically demonstrated five years of successful project management in an organization similar to SAWPA.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

These examples are illustrative of the various types of work which may be performed. 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 classification.

- Serve as leader and facilitator in watershed planning committees and task forces; integrated planning

pillar groups; coordinate integrated water resource planning concepts, activities, and operations with other departments, consultants, engineers, and outside planning and water resource agencies.

- Conduct independent studies, research or analyses of water resources related issues including ground water, surface water, recycled water, water quality, ecosystem restoration and other water- related data; prepare related data, maps, charts, tables, diagrams, reports and fact sheets.
- Research, collect, receive, compile, integrate and analyze information pertaining to water rights, groundwater, surface water, recycled water, water quality, ecosystem restoration, and other water-related data; compile and maintain appropriate data sheets for purposes of analysis; ensure that research and forecasting methodologies utilize optimum research techniques.
- Work directly with other agencies to obtain or provide water resource planning data; receive updated data from a variety of sources; screen, filter, and prepare data to ensure compatibility with Agency computer systems.
- Perform liaison and coordination activities with government and public agencies, NGOs, research and regulatory organizations, universities and the public. Prepare presentation and informational briefings to such audiences.
- Evaluate and assist in the selection of consultants to provide professional services on major projects or programs; provide administration of all contracts for assigned projects and programs.
- Manage and coordinate the design, construction, and contract performance of concurrent projects or programs or major elements ensuring compliance with environmental requirements, established standards, specifications, Agency policies, and cost and schedule limitations.
- Manage the process to select consultants and/or contractors to provide professional services on projects; supervise, coordinate and monitor the work of assigned project consultants and contractors; evaluate and critique work products of consultants and contractor; and provide administration of all contracts for assigned projects and programs.
- Manage projects and programs per Agency policies and procedures with particular emphasis on obtaining maximum job quality, accurate cost control, compliance with schedules, and satisfactory project relations.
- Prepare newsletter articles, brochures, fact sheets and project and program descriptions for distribution.
- Develop and evaluate alternative project financing options.
- Provide support and management of Call for Projects under OWOW, State and Federal grant programs and application process along with other SAWPA Departments necessary to meet defined deadlines.
- Research and apply for funding assistance from various sources for major projects and programs; negotiate the conditions and terms of funding agreements.
- Compile and develop environmental documentation as needed for projects and programs; manage the work of environmental consultants in their provision of documentation and mitigation monitoring activities to meet the requirements and regulations of State and Federal agencies.
- Participate in the development and administration of the assigned budget(s); direct and forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
- Develop and manage assigned project and program budget(s); forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
- Prepare and review project and program related technical reports, memorandums, power point presentations and environmental documents; respond to correspondence as required.
- Make presentations to the SAWPA Commission, Committees, other agencies, and public interest groups; participate in and represent the Agency in meetings with the public, citizen groups, NGOs, professional

associations, private firms, and other agencies; make recommendations to executive staff and the Commission.

- Coordinate and negotiate permits with cities, counties, federal and state agencies, and regulatory agencies.

OTHER JOB RELATED DUTIES:

- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- State and Federal administrative procedures for grants, appropriations, and funding sources.
- Effective project and program implementation; budget preparation, schedule preparation and administrative processes to ensure grant funding compliance.
- Effective interpersonal and grant funding administrative skills.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Fundamentals of water resources planning including ground water, surface water, recycled water, imported water, water quality and water rights.
- Facilitation and conflict management skills in group settings.
- Principles, practices, methods, and techniques of project and program management and administration.
- Project and program process phases and tasks.
- Principles and practices associated with project implementation including planning, development, design, construction, operation, and maintenance.
- Methods of preparing designs, plans, specifications, cost estimates, reports, and recommendations relating to implementation projects and programs.
- Principles and practices of project and program budget planning, estimation, preparation, evaluation, reporting and administration.
- Principles, practices, and procedures used in field survey. Principles and practices of negotiation strategies.
- General requirements and procedures of the California Environmental Quality Act (CEQA).
- Pertinent Federal, State, and local laws, codes, and regulations particularly California Porter Cologne Water Quality Control Act and EPA Clean Water Act.
- Meeting officiating duties as described under Robert's Rules of Order Project and program scheduling, forecasting phases, and tasks.
- Principles, techniques, and methods of investigation, research, and survey. Safe driving principles and practices.
- Field biology and related knowledge providing background to relate to and work with the biological and regulatory community is desirable.
- Knowledge of endangered, threatened and special species and their needs and concerns for protection and recovery is desirable.

Skills and Abilities:

- Operate modern office equipment including computer equipment and software used in project management, planning, and engineering.
- Communicate effectively through balanced listening and talking, speaking and writing clearly and accurately, influencing others, and keeping others informed.
- Achieve a high standard of excellence with work processes and outcome. Operate a

motor vehicle safely.

- Environmental and ecological analysis skills, including analyzing and interpreting ecological data are desirable.
- Perform responsible and difficult project management work involving the use of independent judgment and professional initiative.
- Recommend and implement goals, objectives, and practices for providing effective and efficient project management.
- Demonstrate creativity and innovation in problem solving.
- Plan, prepare, evaluate and administer project and program budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Handle multiple concurrent projects and programs and manage priorities and tasks. Plan and organize work to meet schedules and deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Understand and analyze various methods of financing techniques. Gain cooperation through discussion and persuasion.

EXPERIENCE, EDUCATION AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Experience: Five (5) years of project and program management experience in a private firm or public agency, preferably in water resources related field.
- Training/Education: Bachelor's degree from an accredited college or university with major course work in water resources management, water resources planning, environmental engineering, environmental science, biology, chemistry, civil engineering or related field is preferred.
- License: Possession of an appropriate, valid driver's license and maintain a driving record acceptable to the Agency's automobile Insurance provider. Must be able to drive personal vehicle to project sites at various locations within Santa Ana River watershed.

SPECIAL NOTES:

- **Working Conditions:**
 - Office Environment: 90% or more work time spent inside an office building; exposure to computer screens; exposure to office lighting (florescent, LED, etc.); exposure to wireless and cordless devices.
 - Exposure to sun: 10% or less work time may be spent outside a building and exposed to the sun.
 - Irregular or extended work hours: A 9/80 work schedule is maintained; occasionally required to change working hours or work longer hours.
 - 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 staff and/or public and private representatives in a fast-paced environment while interpreting and enforcing agency/departmental procedures and procedures.
- **Essential Physical Characteristics:** *The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.*

- Continuous: upward, downward and sideways flexing of the neck; hearing and vision within normal ranges with or without correction.
- Frequent: sitting, rising from and lowering to a seated position, repetitive use of hands to operate computers, peripherals, printers, phones, and copiers; finger/hand coordination and dexterity to operate and adjust office equipment.
- Occasional: walking, standing, bending and twisting of the waist, bending and twisting of the neck, squatting, simple grasping, reaching above and below shoulder level, lifting and carrying files and binders up to 10 pounds, and lifting and carrying boxes up to 25 pounds.