

CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION

Job Title: Manager of Resources
Division: Resources
Reports to: General Manager

FLSA Status: Exempt
Position Type: Full Time
Revision Date: July 2019

POSITION SUMMARY

Under general supervision and direction of the General Manager, manages the activities of the Resources Division; plans, conducts, and coordinates water resources studies, analyses, and special projects; plans and directs the work of staff and consultants; identifies and develops effective business relationships; represents the District with policymakers, member purveyors, stakeholders, community partners, news media, and water users and in community events and meetings regarding water resource, legislative, and water use efficiency issues. Takes action toward achieving water resource and water use goals; and performs related duties, as assigned.

ESSENTIAL 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.

General:

- Manages development, implementation and evaluation of plans, policies, and procedures to achieve annual goals, objectives, work standards and budget.
- Manages and participates in the development and administration of the Resources 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.
- Prepares reports for the Board of Directors and General Manager, as assigned.
- Prepares draft agreements with other agencies and organizations for programs under the purview of the Resources Department.
- Conducts studies and surveys to determine the effectiveness of District programs, as assigned.
- Prepares correspondence on General Manager's behalf to external interests on varied matters.
- Travels to meetings, conferences and other events outside the District. Travel may require overnight or multiple night stays.

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Planning:

- Manages District's annexation program and associated activities. Works closely with land developers, attorneys, and local agencies to ensure adherence to specified procedures, appropriate documentation is prepared and submitted, and associated fees are remitted.
- Manages and coordinates preparation of population studies, water demand forecasts, water resource management plans, including the District's Urban Water Management Plan, Water Shortage Contingency Plan, and Water Supply Allocation Plan, and member purveyor funding applications related to Metropolitan Water District of Southern California's (MWD) Local Resources Program, Water Savings Incentive Program, and Future Supply Actions Funding Program, and similar applications.
- Serves as a point of contact for State Water Resources Control Board, MWD, Ventura Local Agency Formation Commission (LAFCo), and other federal, state, and local agencies and organizations on water resource management programs and related policy issues, as assigned.
- Collaborates with Engineering Department staff in development and implementation of community outreach and engagement activities related to District capital improvement projects.
- Creates and updates District service area, director divisions, and other maps based on completed annexations, U.S. Census, and other applicable data.
- Participates in Watershed Coalition of Ventura County meetings to ensure District interests are expressed on topics of concern and grant opportunities are fully explored, as assigned.

External Affairs:

- Serves as on-going liaison and represents the District with legislative and governmental agencies and other industry, professional, business, ratepayer and community groups and organizations.
- Serves as a District spokesperson communicating District policies, programs, and services before Boards, City Councils, other legislative and regulatory bodies, community organizations, news media, and service area water users.
- Broadens public awareness of the District and support for the District's key issues by identifying target audiences, fostering alliances, and proposing targeted outreach efforts.
- Coordinates and interacts with elected officials and staff regarding legislation and arranges meetings to communicate District interests.
- Reviews, tracks, analyzes and interprets proposed federal and state legislation which could affect District programs and financial operations; coordinates staff reviews and responses to proposed legislation; drafts legislative summaries, position papers, policy principles, correspondence and testimony; proposes revisions to legislation and regulation consistent with the District's interests; advises the Board, General Manager,

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District staff, and member purveyors on potential effects of legislative proposals.

- Participates on a variety of professional and industry specific committees involved in legislative and intergovernmental affairs; attends meetings and conferences to stay informed of current, proposed, and anticipated legislation which could affect the District.
- Assists in writing, editing and compiling information, including memos, presentation decks, biographies, talking points for Board members and General Manager, and other materials used for government outreach.
- Prepares and distribute news releases and other media materials and serve as media point-of-contact on District matters, as assigned.
- Formulates communication strategies for addressing District and community concerns pertaining to water resources.
- Develops and provides presentations on water resource management issues.
- Pursues and maintains active working relationships with service clubs and other community-based organizations to further the District's goals and objectives.
- Develops and maintains content for District's web site and social media sites.
- Prepares brochures, fact sheets, primers, and promotional materials pertaining to District projects and programs.
- Conducts digital media recording and editing services.

Water Use Efficiency Programs:

- Manages the direction, development, and implementation of the District's water use efficiency and education programs including developing and maintaining effective relationships with MWD, member purveyors and existing and potential community partners and vendors.
- Coordinates with MWD, member purveyors, and other agencies and community organizations in the development of new programs and refinement of existing programs.
- Conducts regular meetings with MWD and member purveyors to provide updates on current programs and future opportunities to further enhance water use efficiency within the District's service area.
- Receives and refers correspondence and complaints to appropriate member purveyor representatives or District staff and/or takes or recommends action to resolve issues.

JOB REQUIREMENTS

The Manager of Resources is expected to possess a wide range of skills, talents and knowledge. The position requires strong analytical ability, excellent interpersonal skills with strong oral and written communication skills, and the ability to perform research and make value-added conclusions. To perform this job successfully, an individual must be able to perform each essential duty

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satisfactory. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Education and Experience:

- A bachelor's degree in urban planning, environmental planning or science, civil or environmental engineering, water resources management, public or business administration, or comparable discipline from an accredited college or university.
- Broad, practical experience in water resource management and administrative processes related to development of urban water management, integrated resources, water supply allocation and similar plans; service area boundary and related organizational changes; legislative processes; water use efficiency programs; and comprehensive public affairs programs. Working knowledge of MWD water resource management programs and public noticing and engagement requirements of the California Environmental Quality Act is desirable.
- A minimum of five (5) years professional planning experience in a water resource agency.
- A combination of formal education and practical experience in an equivalent position may be qualifying.

Knowledge of:

- Principles of water resource program management including related plans, contracts, agreements, environmental standards, and state and federal regulations.
- Contemporary local, regional, and statewide water resource management issues.
- Laws, rules, ordinances, and legislative processes governing water resource management and agency administration including, but not limited to, Municipal Water Districts (CA Water Code Section 71000 et seq.); Sustainable Water Use and Demand Reduction (CA Water Code Section 10608 et seq.); Urban Water Management Planning (CA Water Code Section 10610 et seq.); Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CA Government Code Section 56000 et seq.); and Commissioner's Handbook - Policies of Ventura Local Agency Formation Commission.
- Water use efficiency principles and practices; basic principles of water, wastewater and recycled water service operations.
- Principles and methods of planning and socio-economic research as they apply to the analysis of water demand/consumption.
- Principles of organizational management, planning, staffing, supervision, and employee development.
- Principles and practices of budget preparation and administration.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

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- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Contemporary equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Skills and Abilities:

- Develop and administer Resources Department goals, objectives and procedures.
- Ability to plan, organize, manage, and develop functions and activities and direct staff to achieve efficient operations and meet program goals.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Collect, organize, and analyze data on a variety of topics.
- Writing, editing, proofreading, layout and design skills.
- Prepare and present comprehensive and concise written and oral reports.
- Simultaneously manage multiple projects with varying degrees of complexity under pressure of deadlines.
- Participate in and contribute to meetings and conferences with personnel of various professional and non-professional backgrounds to develop plans, solve problems, and enter draft agreements.
- Sound interpersonal skills necessary to develop and maintain both internal and external cooperative working relationships.
- Exercise and maintain professional conduct, good judgment and integrity.
- Proficient in word processing; spreadsheet; database; presentation; geographic information system; audio, video, and image editing applications.
- Operate a vehicle observing legal and defensive driving practices.
- Observe proper safety precautions.

SUPERVISORY RESPONSIBILITIES

Directly supervises Resources Department staff by carrying out supervisory responsibilities in accordance with the District policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; annual performance reviews; rewarding and disciplining employees; addressing complaints and resolving problems. Prepares schedules, verifies time sheets and approves overtime when necessary.

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EQUIPMENT TO BE USED

Must be able to operate a District vehicle, drone, computer, and standard office machines such as fax, calculator, telephone, copiers etc.

PHYSICAL AND MENTAL REQUIREMENTS

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

Physical:

- Requires sitting, standing, bending, and reaching; clearly communicating in person, in meetings and by telephone.
- Requires manual dexterity and use of hands and fingers to handle and feel sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers etc.
- Requires normal range of hearing. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus. Corrective lenses are acceptable. May require lifting up to 25 pounds.

Mental:

- Required to use written and oral communication skills; read and interpret complex data, information and documents;
- Required to analyze and solve problems;
- Required to observe and interpret people and situations and work collaboratively while maintaining poise and decorum;
- Required to use math and mathematical reasoning; learn and apply new information or skills;
- Required to perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions, and the noise level is usually quiet. However, periodically, job duties require work outdoors with exposure to construction and industrial environments, including water treatment plant, well fields, pipelines, support structures, construction sites and open space environments. While performing the duties of this job, the employee will periodically be exposed to outside weather conditions. The employee can be exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level at construction sites is occasionally loud. Employee is a designated Emergency Services Worker and is occasionally called upon to work odd schedules.

SPECIAL REQUIREMENTS

The prospective Manager of Resources must:

- possess a California Operators license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration;
- agree to authorize background reference checking with past employers and personal references;
- agree to submit to and must pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District.