

CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION

Job Title: Associate General Manager - Water Resources Policy and Strategy

Department: Administration

FLSA Status: EXEMPT

Reports to: General Manager

Position Type: Full Time

Revision Date: February 2020

POSITION SUMMARY

The Associate General Manager - Water Resources Policy and Strategy (Associate General Manager) is an executive level staff position reporting to the General Manager and in the absence of the General Manager, reporting to the Acting General Manager. The position assists and advises the General Manager in directing and coordinating the District's strategic approach to water resources policy. The Associate General Manager represents and advocates the District's strategic interests at local, regional, and statewide forums with special emphasis on Metropolitan Water District, regional collaboration, and strategic initiatives. The position supports, advises, and coordinates with the Manager of Engineering and Manager of Resources on water resource planning and development as it relates to the District's strategic and policy interests.

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.

The Associate General Manager supports the General Manager under general direction and exercises significant responsibility and discretion to advance the District's interests in representing the General Manager to implement Board policy, the District's Mission Statement, and strategic interests.

- Represents the District at Metropolitan Water District including serving as the staff resource for the District's Metropolitan director, representing the District at Metropolitan and Metropolitan member agency working groups and meetings, and coordinating with Metropolitan senior and executive staff.
- Represents the District in regional water resource collaborations, partnerships, and negotiations.
- Updates and coordinates the implementation of the District's Strategic Plan.
- Initiates strategic initiatives to assist in the identification and development of resources and policies that advance the District's strategic interests.

- Serves as a District liaison, when needed with outside agencies to negotiate and resolves sensitive and controversial issues.
- Prepares or directs consultant analyses on water resource and policy issues.
- Researches and develops innovative approaches to reframe water resource and policy issues.
- Collaborates and coordinates with the Manager of Resources and Manager of Engineering to implement resource strategies, policies, and development.
- Supports departmental managers as assigned, and/or serves as the lead for inter-departmental teams assigned to special projects.
- Participates in Watershed Coalition of Ventura County meetings to ensure District interests are expressed on topics of concern and grant opportunities are fully explored.
- Prepares reports for the Board of Directors and General Manager, as assigned.
- Travels to meetings, conferences and other events outside the District. Travel may require overnight or multiple night stays.
- Reports to and support the Acting General Manager in the absence of the General Manager.

JOB REQUIREMENTS

The Associate General Manager is expected to possess a wide range of skills, talents and knowledge necessary to advocate effectively. 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 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:

- At a minimum, completion of a four-year undergraduate degree, preferred fields of study include public affairs, political science, public policy, law, or comparable discipline.
- Extensive (7-10 years plus) governmental affairs background, which includes regulatory analysis, legislative advocacy and public affairs experience.
- Familiarity with current legislation pertaining to water, environmental issues, and practical experience with the legislative process and compliance with the California Environmental Quality Act.
- A combination of formal education and practical experience in an equivalent position is qualifying.

Skills:

- Proficient in word processing, spreadsheet, database, and desktop publishing computer software applications.

- Ability to plan, organize, and schedule workload to maintain an output level of high quality.
- Speak effectively to diverse audiences, including professional and civic groups.
- Must be capable of simultaneously managing multiple projects with varying degrees of complexity under pressure of deadlines.
- Ability to participate in and contribute to meetings and conferences with personnel of various professional and non-professional backgrounds to develop plans, solve problems, and reach agreements.
- Ability to effectively communicate District viewpoints orally and in writing.

SUPERVISORY RESPONSIBILITIES

Provides direction and oversight of administrative support personnel for publishing and distribution of minutes, reports, plans, and other administrative documents.

EQUIPMENT TO BE USED

Must be able to operate a District vehicle, 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 class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical:

- Requires sitting, standing, bending, and reaching; talk or hear, in person, in meetings and by telephone.
- Requires manual dexterity and use 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. 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;

- 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;
- Required to interact with District executives and managers, District board members, other governmental officials, state legislators, other lobbyists, employees and the public.

WORK ENVIRONMENT

The work environment characteristics are those generally encountered in an office environment. 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. Employee is a designated Emergency Services Worker and is occasionally called upon to work overtime or odd schedules.

SPECIAL REQUIREMENTS

- Possession of 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. The driving record will not contribute to an increase in the District's automobile rates.
- The applicant will agree to authorize background reference checking with past employers and personal references.
- The applicant or incumbent will 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.