



# 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.*

<b>Job title</b>	Water Resources Planning Manager
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## **GENERAL PURPOSE**

Under administrative direction, plans, manages, and conducts 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 stakeholders, community partners, and customers and in community events and meetings regarding water resource and conservation issues. Takes action toward achieving water resource and conservation goals, providing excellent customer service, handling difficult and complex customer situations, appeals or disputes; and performs related duties, as assigned.

## **DISTINGUISHING CHARACTERISTICS**

This is a management classification responsible for planning, organizing, reviewing, and evaluating the District’s groundwater management or water supply and conservation plans. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include planning, organizing, managing and conducting water resource analyses, overseeing and supervising all field activities, preparing comprehensive annual reports, and directing and evaluating the performance of staff and consultants. Incumbent will develop mutually beneficial relationships, assign and prioritize customer requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Groundwater Management and Facilities Planning or the Director of Water Supply Planning. Exercises direct supervision over technical and administrative support 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.*

- Plans, organizes, supervises, trains, and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's rules, policies, and labor contract provisions; identifies best-of-class work practices among assigned staff and ensures uniform adoption of those practices.
- 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.
- Manages and participates in 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.
- Manages and administers the District's groundwater management plans; oversees and prepares comprehensive annual reports; provides technical and policy-oriented support to the Watermaster and Advisory Committee; oversees and administers the Monitoring Programs for the District's groundwater management plans.
- Oversees and administers the department's information management systems including the Regional Water Resources Database and Geographical Information System; oversees and manages information and service requests for the department; compiles and maintains appropriate data sets for the purpose of analysis; ensures that research and forecasting methodologies utilize optimum research techniques; prepares maps, stratigraphic cross-sections, diagrams, and fact sheets.
- Assumes the more difficult relational situations, requiring a high degree of sensitivity and use of sound independent judgment; takes action to resolve complaints and develop consensus where appropriate. Responds to inquiries about water use and requests for conservation information.
- Schedules and coordinates activities with other departments and divisions, customers, contractors and other agencies.

- Represents the District at community service and public relations functions
- Gives presentation on water resource planning and conservation
- Plans, organizes, manages, and conducts water resource analyses and special projects including identifying the need for and objectives of the study; estimates staff hours and other resources requirements to complete projects; develops appropriate and efficient analytical work methods for achieving research and planning results.
- Oversees department safety activities including conducting monthly safety meetings and safety audits; monitors vehicle safety and shop inspections; maintains all department safety records.
- Participates in and develops departmental performance dashboard indicators; drafts, maintains, and updates department policy, planning, and procedural documents.
- Establishes and maintains the District's water rights; files appropriate reports and forms with the State of California; prepares invoicing and payments for water-rights fees; researches, assembles, integrates, and analyzes information pertaining to private and public water rights.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

Continuous Improvement Related Duties:

- Applies continuous improvement principles in the deployment of department business plans, processes and performance measures, ensuring that they align with District's strategies and operational plans.
- Participates in departmental performance assessments and the system of continuous improvements and effectively integrates and evaluates the linkages between the District's key value creation and support processes and related key performance indices.
- Ensures effectiveness of the business processes undertaken by the department and division.
- Defines customer service segments being served and establishes processes to obtain feedback to improve performance.
- Develops, maintains, and utilizes departmental performance indicators in making decisions.
- Establishes performance criteria for assigned staff.

- Ensures a thorough understanding of the Strategic Planning Cycle with everyone's responsibility associated with the cycle.
- The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.

## **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 of water resource program management including applicable contracts, agreements, environmental standards, and state and federal regulations related to water and reclaimed water.
- Principles of hydrology, geology, and groundwater acquisition programs; California water law; water reclamation processes.
- Modern statistical techniques used in water resource planning and groundwater analysis.
- Principles and methods of planning and socio-economic research as they apply to the analysis of water demand/consumption.
- Principles and practices of effective business and public communication.
- District personnel rules, policies, and labor contract provisions.
- 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.

Continuous Improvement Knowledge:

- The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning; the means of developing alignment between strategic goals and individual performance standards; practices of process mapping (control); practices of structured problem solving; the Strategic Planning Cycle and the various responsibilities within that cycle.

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.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Water Resources Management program.
- Prepare, administer, and monitor a division/department budget.
- Collect, analyze, and integrate relevant data from various sources.
- Perform highly complex water resource management, water quality, and environmental analyses using computer equipment, environmental, demographic and geographical databases, surveys, and maps.
- Conduct independent research studies with a high degree of accuracy.
- Develop sound findings and conclusions regarding complex water resource data.
- Represent the District's position on water resource management and water supply issues.
- Identify research needs and exercise sound initiative and independent judgment in carrying out research assignments within general policy guidelines.
- Make technical presentations.
- 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.

Continuous Improvement Abilities:

- Develop a systems perspective for managing department operations and its key processes to achieve results.
- To use the seven continuous improvement categories and the core values as building blocks for department operations.
- Define and explain key processes and process requirements within the department.
- Develop and deploy strategic plan elements and key performance measures consistent with District goal.
- Develop and maintain continuous improvement in all areas of operations.
- Develop and monitor performance standards for all divisions within the department.
- Ensure department goals and objectives are aligned with other departments, branches, and the District as a whole; track and monitor department performance.
- Make sound decisions based on departmental performance indicators.

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:*

- Six (6) years of professional planning and research experience in a water utility with two (2) years in a progressively responsible management position.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in water resources management, geological sciences, environmental planning, economics or a related field.

Licenses/Certifications:

- A valid California driver's license and the 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.*

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas 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.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various District sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

### **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 also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. 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: Water Resources Planning Manager  
Last Update: October 2019

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

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

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Water Resources Planning Manager. 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:* \_\_\_\_\_