



## **WATER RESOURCES MANAGER**

**Range: 64 (Exempt)**  
**Salary:**

**JOB DEFINITION:** Under direction, performs complex variety of professional and administrative activities in conjunction with Agency related to groundwater management, water supply planning, and performs related work as assigned by supervisor.

**SUPERVISOR:** Director of Public Affairs and Water Planning, or if vacant, Assistant General Manager.

### **DISTINGUISHED FROM LOWER RANGE POSITION(S):**

This position is a supervisory level position.

### **EXAMPLE OF DUTIES:**

Performs skilled, professional duties in the development of Agency related groundwater management and water supplies; serves as point of contact for special programs including Urban Water Management Plan, Integrated Regional Water Management Plan, Salt Nutrient Management Plan, SGMA Plans, Water Loss Reports; assists with oversight and the development of the GIS program; Provides direction and supervision to water resources and GIS staff; manages studies or project analyses of groundwater, surface water, recycled water, and other water related data; coordinates and monitors, as assigned, the work of project consultants and contractors; reviews, evaluates, and critiques work products of consultants; coordinates, as assigned, with internal stakeholders, consultants, other agencies, legal counsel and developers to communicate agency's policies and requirements; provides highly responsible and complex support to the Director or Public Affairs and Water Planning, Assistant General Manager, and General Manager related to State Water Project, other source of water projects, projections and analysis; works closely with engineering, conservation, and outreach; performs related duties as directed.

### **QUALIFICATIONS:**

**Schooling and Certification(s):** Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in civil or environmental engineering, natural resources management, planning or a closely related field

**Experience:** Four years of progressively responsible professional experience in water resource management including one-year supervisory experience, or an equivalent combination of training and experience likely to provide the desired knowledge and ability.

**License(s):** Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

**Knowledge of:** Principles, methods and practices in the field of water resources planning; research and statistical methods and techniques; data management; application of ordinances, legislation, policies, standards, procedures, and historical practices associated with water resources planning; Federal, state, and local laws, codes, and regulations in Agency area; State Water Contractor operations; correct English usage, including spelling, grammar and punctuation; principles, methods and techniques of communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed; basic water resources principles common in water utilities work.

**Ability:** Work independently with limited direction from upper management; understand and effectively carry out general oral and written instructions; operate a computer using word processing, desktop publishing and other standard writing and data storage software; communicate clearly and effectively orally and in writing; make sound independent judgments within established guidelines; maintain accurate files and records; maintain effective relationships with those encountered in the course of the work; establish and maintain cooperative relationships with other employees, officials and the general public.

**PHYSICAL REQUIREMENTS:**

**Climbing:**  yes  no **Frequency:** Continual  Often  Infrequently  Never   
Examples: Going up and down ladders, stepping stools, stairs

**Bending:**  yes  no **Frequency:** Continual  Often  Infrequently  Never   
Examples: Picking up boxes, normal office range of motion

**Lifting:**  yes  no **Frequency:** Continual  Often  Infrequently  Never   
Examples: Lifting boxes, audiovisual equipment, presentation material, etc.

**Sedentary/sitting:**  yes  no **Frequency:** Continual  Often  Infrequently  Never   
Examples: Driving or riding in vehicles, sitting at desk

**Standing:**  yes  no **Frequency:** Continual  Often  Infrequently  Never   
Examples: Standing on carpet, pavement, concrete in Agency facilities

**Repetitive motion:**  yes  no **Frequency:** Continual  Often  Infrequently  Never   
Examples: Operation of computer keyboard, writing, etc.

**WORK ENVIRONMENT:**

Generally, the duties to be performed by the Water Resources Manager will be within the Operations Center where there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the workday. There are a number of pieces of office equipment that operate within the confines of the work areas, including, but not limited to: telephones, computers, computer printers, etc.

The working hours of the Water Resources Manager may be traditional Agency office hours of 8:00 am to 5:00 pm; or may be a 9-80 work schedule with every other Friday off.

The Water Resources Manager will be required to attend State Water Contractor and other water source meetings in Sacramento, as directed by upper management.

On occasion, work will be assigned outside the Agency Operations Center or at outlying Agency facilities and will take place in all weather conditions, including extreme heat in excess of 110°.

**I have reviewed this Job Description with my Supervisor and received a copy.**

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Employee Signature

Date

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Supervisor Signature

Date

***The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.***