



San Juan Water District
9935 Auburn Folsom Road
Granite Bay, California 95746
(916) 791-0115
www.sjwd.org

Position Description

Water Resources Manager

Status: Exempt, Non-Safety Sensitive
Supervisor: General Manager
Effective Date: April 3, 2018

Supervision Received and Exercised

Receives general direction from the General Manager.

Primary Function

Coordinate, organize and implement a variety of water resources related functions including: engaging in and shaping external coalition and organizational relationships (e.g., CVP, SWP, ACWA, RWA, NWRA, etc.) to enhance, promote and secure District interests; monitoring state and federal water policy and regulatory developments pertinent to the District; overseeing state and federal legislative review, engagement and advocacy; water rights administration; managing water resources planning efforts (including UWMP, and CVP WMP preparation); managing grant opportunities; and providing highly responsible and complex administrative and policy support to the General Manager.

Essential Duties - *Duties may include, but are not limited to, the following:*

Represents the District in collaborating with local, statewide and national partners and advises and makes recommendations to the General Manager and the Board on a variety of critical issues which could have an impact on the District's water supply and its customers.

Provide leadership within the water resource management industry at the local, statewide and national levels through active participation in the committees, management, or conferences of coalitions and associations of which the District is a member or engages with to support and promote the District's interests.

Reviews and develops District positions on pertinent state and federal legislation, policy and regulations. Manages the District's lobbyists and advocates for the District's positions as required.

- Manages water resources administration for the District, including the timely submittal of reports to the State and Federal agencies, including urban water management plans and water management plans. Develops and implements a water transfer program. Applies for and administers grants from various programs relevant to assigned duties, including budgets and reports. Works with federal lobbyist to identify potential opportunities for the District to secure grants, and collaborates with RWA on regional grant opportunities.

As necessary, makes presentations to community groups and other interested audiences to promote and explain District programs and goals; may respond to inquiries from the news media, other agencies, and community groups on water resources issues when requested.

- Organizes, prepares and presents reports to the General Manager and the Board of Directors regarding significant and complex water resources issue, pending legislation and related program activities; prepares, oversees or provides input to the publication of educational and promotional materials related to water resources management.
- Manages the preparation and makes presentations of relevant studies, recommendations, and other materials for consideration at Board of Directors' meetings regarding the District's water supplies; leads, coordinates, or participates in the development and evaluation of alternative policy recommendations on a broad range of issues with other staff.
- Performs administrative duties including budget formulation and invoice sign-off, as appropriate.
- Periodic travel to represent the District at meetings, workshops, conferences and other events.
- Other duties as assigned.

Minimum Qualifications

Knowledge of:

- Principles and practices of water resource management and conservation.
- Principles and practices of program management and administration.
- Pertinent local, State and Federal laws, ordinances and rules.
- Roles of public agency representatives and government officials associated water planning and water rights.
- Practices of water rights analysis and legislative reform.
- Policy report and Board agenda memo writing.
- Principles and practices of budget administration.

Ability to:

- Plan, organize, implement and coordinate water resource and related programs involving coordination with multiple stakeholders.
- Exercise independent judgment in administering and interpreting policies and regulations.
- Communicate effectively orally in a variety of situations including outreach presentations, Board presentations, advisory committee meetings, workshops and conferences.
- Interpret and explain District policies and procedures.
- Research, analyze and interpret State and Federal legislation and the impacts on District operations and programs.
- Compile, analyze and evaluate technical data and complex regulations relating to assigned programs.
- Analyze complex administrative, management, and organizational effectiveness issues; planning, organizing and conducting complex studies to improve policies, processes, productivity, communications, and teamwork; persuading and negotiating with individuals and groups; making verbal presentations and preparing clear, complete and concise reports, correspondence, and technical documents.
- Coordinate diverse interests and talents of interdisciplinary teams assigned to a particular program or project; work cooperatively with, and successfully influence, the media, general public, community groups, representatives of local and regional governments, and state and federal legislators to enhance and protect District interests.

Experience and Education:

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

- Completion of four years of college resulting in graduation with major course work in business or public administration, engineering or related field and five years of professional experience, preferably in water resource management.

License or Certificate:

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Physical Capabilities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				√
Hearing				√
Standing/Walking			√	
Climbing/Stooping/Kneeling	√			
Lifting/Pulling/Pushing	√			
Approximate Maximum Weight to Lift		20 Pounds		
Fingering/Grasping/Feeling				√
Describe Working Conditions	90 Percent Indoors and 10 Percent Outdoors			