

Senior Project Manager

The information and descriptions herein reflect general details describing the primary functions, scope of responsibility, required knowledge and required abilities of this job. This job description is not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

GENERAL STATEMENT OF JOB:

To manage RWA core and subscription-based programs and assist with other RWA projects as required; to implement groundwater management activities of SGA; to provide complex staff assistance to the Executive Director and member agencies.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Executive Director; direct supervision from the Manager of Technical Services, and technical guidance from the Principal Project Manager.

May provide technical support to Associate Project Managers and is responsible for directing and delegating the work of consultants and office administrative staff on multiple, simultaneous projects.

ESSENTIAL JOB FUNCTIONS:

Program Management:

- Manages, markets and implements the assigned RWA programs.
- Develops annual program business plans as needed.
- Creates partnerships with water, wastewater, energy, stormwater and other resource management entities for program support and marketing.
- Provides liaison with member agencies, Federal, State, and local agencies, individual board members, water associations, the Water Forum, and the public.
- Prepares and administers grant applications.
- Coordinates activities with and among member agencies.
- Develops contractual agreements with consultants and water suppliers to implement grant awards.
- Prepares program budgets and cost sharing structure with participating entities.
- Manages special projects and prepares reports.
- Provides support to the Executive Director with other RWA programs as necessary.
- Answer questions and provides information to the public.
- Builds and maintains positive working relationships with co-workers, Boards of Directors and the public using principles of good customer service.

Board Functions:

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- Prepares and presents items for action and/or discussion to the RWA Executive Committee and the RWA Board of Directors.
- May represent the Authorities on committees and outside organizations as necessary.
- Presents annual subscription program workplans and budget proposals to the RWA Board and Committees.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- California Water Resources issues, including conjunctive use, integrated planning, water reuse, and demand management.
- Electronic data analytical tools.
- Principles and practices of project management.
- Principles and practices of budget monitoring.
- Pertinent local, State and Federal laws, ordinances, and rules related to water efficiency.
- Board meeting protocol and procedures.
- English usage, spelling, grammar, and punctuation.
- Computers and word processing, spreadsheets, and database software applications.

Ability to:

- Organize, implement and direct project and program activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Interpret and explain pertinent Authority policies and procedures.
- Assist in the development and monitoring of assigned program budget.
- Develop and recommend policies and procedures related to assigned projects.
- Coordinate projects with staff/managers from other Federal, State, and local agencies.
- Manage consultants.
- Manage and administer contract budgets and schedules.
- Interact tactfully with Board members, staff, member agency representatives, and the public.
- Interpret and apply policies and procedures.

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- Analyze situations carefully and adopt effective courses of action.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively, orally and in writing.

REQUIRED EXPERIENCE:

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:

Experience:

Six years of increasingly responsible experience in water resource planning and management or closely related field. Professional interaction with state, local and national water resources organizations is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in water resources management or related field. A Master's degree and background in water resources management or related field is desirable.

LICENSE AND CERTIFICATE:

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Registration as a Professional Engineer, Geologist or Hydrogeologist within the State of California is desirable.

I have received and understand the above job description.

Incumbent's Signature

Date

Executive Director's Signature

Date