

Associate 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 assist with the implementation of activities associated with RWA's core and subscription-based programs; to provide staff assistance to the Executive Director and member agencies.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Executive Director and may receive technical and functional supervision from the Senior Project Manager or Principal Project Manager.

The Associate Project Manager does not provide direct supervision to personnel, but develops and assists with managing contracts with consultants, local, State and Federal governments.

ESSENTIAL JOB FUNCTIONS:

Program Management:

- Assists with the management, marketing and implementation of the RWA programs.
- Develops annual program business plans as needed.
- Develops and oversees contracts with consultants, local, State and Federal governments.
- 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.
- Participates in the preparation of grant applications.
- Coordinates activities with and among member agencies.
- Maintains a forum for bringing the water resource community together, to share information and initiate cooperative efforts.
- 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 prepare reports.
- Answers questions and provides information to the public. Builds and maintains positive working relationships with co-workers, staff of member agencies and the public using principles of good customer service.

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Board Functions:

- Assists with the preparation and presentation of items for action and/or discussion of the RWA Executive Committee and the RWA Board of Directors.
- Assists with presentation of the program workplans and budget proposals to the RWA Board and Committees.

Other:

- Performs other duties as delegated, assigned or required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- California Water Resources issues, including conjunctive use, water reuse, integrated planning and water efficiency.
- Principles and practices of budget monitoring.
- English usage, spelling, grammar, and punctuation.
- Modern office methods, procedures and equipment.
- Computer and word processing, spreadsheets and database software applications.

Ability to:

- Exercise discretion and independent judgment.
- 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.
- Manage multiple projects.
- Coordinate projects with staff/managers from other Federal, State, and local agencies.
- Oversee the work of consultants.
- Administer contract budgets and schedules.
- Interpret and apply policies and procedures.
- Analyze situations carefully and adopt effective courses of action.
- Effectively and efficiently support the Executive Director and Senior and/or Principal Project Manager.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively, orally and in writing.

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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:

Three years of experience in water resource planning and management or closely related field. Professional interaction with state, local and national water industry 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 a related field.

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.

I have received and understand the above job description.

Incumbent's Signature

Date

Executive Director's Signature

Date