

Executive Director

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

GENERAL STATEMENT OF JOB:

To plan, organize, direct and review all activities, functions, programs and operations of the Authority including policy development and implementation, as approved by the Boards of Directors, advocating projects and programs of interest to member agencies, accomplishing the goals and objectives of the Authorities and implementing the policies of the Boards of Directors.

SUPERVISION RECEIVED AND EXERCISED:

Receives policy direction from the Regional Water Authority and Sacramento Groundwater Authority Boards of Directors.

The Executive Director serves at the will and pleasure of the Boards of Directors.

Exercises direct supervision to management, professional, technical, and administrative support personnel.

ESSENTIAL JOB FUNCTIONS

Administrative Oversight:

- Ensures the efficient and proper management and administration of both RWA and SGA.
- Plans, leads, organizes and directs all RWA and SGA activities, under policy direction of the RWA Board of Directors and Executive Committee and the SGA Board of Directors.
- Oversees the implementation of adopted policies and actions of the RWA and SGA Board of Directors.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for both Authorities.
- Prepares and administers annual budgets for both Authorities; coordinates the preparation and presentation of reports, contracts and informational material.
- Oversees the management of finances for both Authorities including accounts payable and accounts receivable, investment of funds, periodic financial reports and audits,

maintenance of financial records and maintenance of financial accounting system in compliance with applicable State, Federal and local government requirements.

- Negotiates, manages and administers consultant contracts and consultant activities, the Request-for-Proposals (RFP) process, and project/program agreements with member and non-member agencies.
- Oversees personnel related activities of both Authorities including conducting performance reviews, hiring, termination and resolving disciplinary issues.

Regional Activities:

- Represents the Authorities to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Represents regional water interests and develops and implements regional water programs.
- Provides an effective forum for regional water policy development and Board business interaction.
- Interacts with news media; represents both Authorities and promotes regional outreach for water resources related activities.
- Provides regional representation regarding legislative, regulatory, and funding issues through grants and partnerships.
- Establishes and maintains RWA subscription programs which includes but is not limited to, managing and implementing the Regional Water Efficiency Program, American River Basin Integrated Regional Water Management Program, grant and partnership programs, and RWA Educational Forums.
- Develops and implements SGA programs and policies including but not limited to, developing and implementing a Groundwater Management Program including elements of the historic Water Forum Agreement, Groundwater Management Plan, Data Management System, Groundwater Monitoring Program, developing appropriate Groundwater Modeling tools, Water Accounting Policies and a Conjunctive Use Program.

Board Relations:

- Builds and maintains effective working relationships with the RWA Board of Directors and its Executive Committee, the SGA Board of Directors, and various RWA and SGA standing and ad-hoc committees.
- Represents the Boards of Directors and the Authorities on a regional, state and national level.
- Successfully implements policies as directed by the Boards of Directors.
- Prepares staff reports and Board agendas.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of long and short-range goal setting.
- Principles and practices of budget development and implementation.
- Principles of leadership, motivation, team building and conflict resolution.
- Applicable laws and regulations affecting Authority administration.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles and practices of project management.
- California water issues, including but not limited to, management of surface water resources, groundwater resources, regional planning, water rights, water law, environmental permitting requirements, conjunctive use, water transfers, water efficiency, water quality, CALFED, and the Water Forum Successor Effort.
- Engineering principles.
- Legislative activities.

Ability to:

- Plan, direct and control the administration and operations of the Authorities.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve Authority related issues; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Prepare and administer Authority budgets.
- Exercise sound, independent judgment within general policy guidelines.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Develop, implement and manage programs and projects with multiple participants and funding sources.
- Effectively negotiate and manage contracts and agreements.
- Communicate effectively, both orally and in writing.
- Effectively operate a personal computer

- Establish and maintain effective working relationships with Authority staff, Boards of Directors, elected representatives, members of local, State, and Federal organizations and representatives of the community.

REQUIRED EXPERIENCE AND TRAINING:

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:

Seven years of increasingly responsible experience involving California water policies and issues and conjunctive use of groundwater and surface water management; including four years of administrative and management responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, water resources planning, public administration, or 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 classification specification.

Incumbent's Signature

Date

RWA Chairperson Signature

Date

SGA Chairperson Signature

Date