

Principal 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 plan, organize and manage the most complex and politically sensitive projects and programs for the Regional Water Authority and Sacramento Groundwater Authority; to coordinate activities with member agencies; and to provide highly complex staff assistance to the Executive Director, Boards of Directors and member agencies.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Executive Director.

Provides technical and functional supervision to Project Managers and Project Assistants and is responsible for directing and delegating the work of consultants and office administrative staff on multiple, simultaneous projects.

ESSENTIAL JOB FUNCTIONS:

Executive Support:

- Recommends and implements goals and objectives; establishes performance standards and methods for managing a wide variety of projects and programs; develops and implements policies and procedures.
- Plans, develops and oversees the work of staff and consultants.
- Evaluates operations and activities of assigned responsibilities; implements improvements and modifications; prepares various reports on operations and activities.
- Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for staff and a variety of programs; monitors and controls expenditures.
- Provides technical and policy support to the Executive Director and the Boards of Directors, including making presentations and implementing approved recommendations.
- Participates in the selection of staff, consultants and contractors.
- Assists in the development of annual agency budgets and strategic plans.
- Represents the Authorities on committees and outside organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Assists the Executive Director in representing regional water interests.

- Answers 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.
- Serves in the absence of the Executive Director.

Program Management:

- Plans, organizes and manages the most complex and politically sensitive RWA and SGA projects and programs.
- Directs and/or participates in the preparation of complex studies.
- Develops and manages contracts and budgets for consulting support.
- Consults with member agencies to identify and prioritize needs; develops and implements programs to meet those needs.
- Provides liaison with member agencies, Federal, State, and local agencies, individual Board members, and the public.
- Organizes, facilitates and coordinates meetings of multiple project committees.

Other:

- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of water resources, including the science of groundwater hydraulics and hydrology, conjunctive use of surface and groundwater, groundwater quality, and municipal water resources supply, treatment and distribution infrastructure.
- Principles and practices of project management.
- Principles and practices of budget monitoring.
- Pertinent local, State and Federal laws, ordinances and rules.
- Board meeting protocol and procedures.
- English usage, spelling, grammar, and punctuation.
- Computers and word processing, spreadsheet, 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 budgets.
 - Develop and recommend policies and procedures.
 - Manage consultants.
 - Manage and administer multi-million dollar contract budgets and schedules.
 - Analyze situations carefully and adopt effective courses of action.
 - Effectively and efficiently support the Executive Director and Boards of Directors.
 - Establish and maintain effective working relationships with those contacted in the course of work.
 - Communicate effectively, orally and in writing.

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:

Eight years of experience in water resource planning and management, including at least four years of demonstrated project management experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, hydrogeology, water resources planning and management, engineering geology, or a related field. A Master's degree is highly 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.

Principal Project Manager
Page 4

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

I have received and understand the above job description.

Incumbent's Signature

Date

Executive Director's Signature

Date