

Associate Project Manager (Water Efficiency)

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 perform professional duties in support of the implementation of Regional Water Authority's core and subscription-based programs and Sacramento Groundwater Authority activities related to water efficiency; to perform research, statistical and other analytical work in support of RWA and/or SGA programs; to provide staff assistance to the Executive Director, Project Managers and member agencies.

DISTINGUISHING CHARACTERISTICS:

This is the journey level class in the Project Manager series and is distinguished from the Project Research Assistant by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. It is distinguished from the Senior Project Manager by the level of expertise and independence for managing programs that is assigned to the Senior level.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Manager of Technical Services 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 and may provide technical oversight to the Project Research Assistant.

ESSENTIAL JOB FUNCTIONS:

- Assists with the management, marketing and implementation of the RWA's water efficiency program.
- Develops and assists in the implementation of annual program business plans as needed.
- Implements partnership activities with a broad range of utilities and outside organizations 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; schedules and attends meetings

- Develops, implements and maintains a forum for bringing the water resource community together in order to share information and initiate cooperative efforts.
- Develops and oversees contractual agreements with consultants, local, State, Federal governments and water suppliers to implement grant awards.
- Investigates, analyzes, develops and supports special studies or projects and drafts corresponding documentation and technical reports.
- Prepares program budgets and cost sharing structure with participating entities.
- Manages special projects and prepares reports.
- 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 water efficiency program workplans and budget proposals to the RWA Board and Committees.
- Tracks, compiles and reports a variety of water efficiency program data.
- Answers questions and provides information to the public and member agency staff.
- Builds and maintains positive working relationships with co-workers, member agency staff, Boards of Directors and the public using principles of good customer service.
- Performs other duties as assigned.

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 project budget monitoring.
- Principles and practices of grant administration
- English usage, spelling, grammar, and punctuation.
- Technical report writing.
- Modern office methods, procedures and equipment.
- Computers and word processing, spreadsheets and database software applications.
- Principles and practices of statistics, methods of data collection, and scientific research.

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 20 pounds or less.

- Manage multiple projects.
- Coordinate projects with staff/managers from other Federal, State, and local agencies.
- Oversee and monitor 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 RWA and SGA programs and Project Managers, including the Executive Director.
- Interact tactfully with Board members, all levels of management, member agency representatives, and the public.
- 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:

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 civil engineering, hydrogeology, water resources planning and management, engineering geology, 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