

## **Manager of Technical Services**

*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 nor all-inclusive. Other duties may be required and assigned.*

### **GENERAL STATEMENT OF JOB:**

To plan, organize, direct, manage and review the activities and operations associated with the technical water resources programs of the Regional Water Authority and Sacramento Groundwater Authority; to coordinate activities with member agencies; to provide highly complex staff assistance to the Executive Director, Board of Directors and member agencies; and to plan and oversee the technical work of all authority staff.

Along with the Executive Director and Finance and Administrative Services Manager, serve as part of the management team of the Authority.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives administrative direction from the Executive Director.

Provides direct supervision to Project Managers and Project Assistants and is responsible for directing, delegating and reviewing the work of consultants on all technical projects and programs of the Authority.

### **ESSENTIAL JOB FUNCTIONS:**

- Develops, plans 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.
- As part of the Authority's management team, assists in the development and implementation of the mission and vision of the Authority.
- Plans, organizes and manages the technical projects and programs of the Authority.
- Leads the development and implementation of the groundwater management program of the Sacramento Groundwater Authority.
- Evaluates member agency needs, makes recommendations, and develops new programs and projects.
- Evaluates technical workload; prioritizes work, and identifies resource needs.
- Plans for and procures consulting services; plans, develops and oversees the work of staff and consultants.
- Develops grant applications for state, federal and other outside funding, and administers grant funds.

- Evaluates operations and activities of assigned responsibilities; implements improvements and modifications; prepares various reports on operations and activities.
- Participates in the development and administration of an assigned budget; forecasts additional funds needed for staffing, outside consultants, equipment and materials; monitors and controls expenditures.
- Provides technical and policy support to the Executive Director, the Boards of Directors, and member agencies including making presentations and implementing approved recommendations.
- Reports to the Boards of Directors on the status of projects and programs.
- Selects, trains, motivates and evaluates staff; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Authority.
- Represents the Authorities on committees and outside organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Provides liaison with member agencies, Federal, State, and local agencies, individual Board members, and the public.
- 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, member agency staff, Boards of Directors and the public using principles of good customer service.
- Serves in the absence of the Executive Director, within the scope of Authority policies.
- Ensures coordination of multiple project committees.
- 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, demand management, and municipal water resources supply, treatment and distribution infrastructure.
- Principles and practices of project management.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles of supervision, training, and performance management.
- Principles and practices of budget development and monitoring.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Pertinent local, State and Federal laws, ordinances and rules.
- Board meeting protocol and procedures.

- English usage, spelling, grammar, and punctuation.
- Technical report writing.
- Modern office methods, procedures, and equipment.
- Computers and word processing, spreadsheet, and database software applications.

***Ability to:***

- Plan, direct, organize, and implement 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. Oversee the accuracy and quality of all technical work products.
- 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.
- Evaluate staff performance and make recommendation for improvement and professional development.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and explain Federal, State, local and Authority policies, procedures, laws and regulations.
- Develop budget for technical services and assist in the development of overall authority budgets.
- Develop and recommend policies and procedures.
- Identify and effectively respond to member agency and Board of Directors' issues, concerns and questions.
- Manage staff and consultants.
- Manage and administer multi-million dollar contract budgets and schedules.
- Interact tactfully with Board members, all levels of management, member agency representatives, and the public.
- 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:

Ten years of progressively responsible experience in water resource planning and management, including at least six years of demonstrated project management experience, and two years overseeing the work of other staff.

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.

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