

Principal Project Manager (Water Resources Management)

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, direct and manage the most complex and politically sensitive projects and programs for the Regional Water Authority and Sacramento Groundwater Authority related to water management; to coordinate activities with member agencies; and to provide highly complex staff assistance to the Executive Director and Manager of Technical Services.

DISTINGUISHING CHARACTERISTICS:

This is the expert level class in the Project Manager series and is distinguished by the subject matter expertise required to manage the more complex projects.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Manager of Technical Services.

The Principal Project Manager provides technical and functional support to Project Managers and Project Research Assistants and is responsible for directing and delegating the work of consultants and office administrative staff on multiple, simultaneous projects.

ESSENTIAL JOB FUNCTIONS:

- Develops, coordinates and manages complex and politically sensitive water efficiency programs, including the development of long-term strategic plans.
- Recommends and implements goals and objectives for water management projects and programs; establishes schedules and methods for a variety of water management program activities and implements policies and procedures.
- Participates in the selection of staff, consultants and contractors; 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 the water efficiency program budget preparation and administration; as well as for subscription projects and programs for regional water management; prepares cost estimates in support of the program; monitors and controls expenditures.

- Provides technical and policy support including making presentations and implementing approved recommendations.
- Represents the Authorities on committees and outside organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Coordinates, oversees and participates in the preparation of complex studies.
- Develops and manages contracts and budgets for consulting support.
- Consults with member agencies on project and program needs and direction.
- Provides liaison with member agencies, Federal, State, and local agencies, individual Board members, and the public.
- Organizes, facilitates and coordinates meetings of assigned project committees.
- Prepares and presents items for action and/or discussion of the RWA Executive Committee and the RWA Board of Directors.
- Presents water efficiency program workplans and budget proposals to the RWA Board and Committees.
- Answers questions and provides information to the public and member agency staff.
- Builds and maintains positive working relationships with co-workers, member agency staff, Board of Directors and the public using principles of good customer service.
- 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.
- California Water Resources issues, including conjunctive use, integrated planning, water reuse, and demand management.
- Advanced principles and practices of project management.
- Principles and practices of program management and administration.
- Principles and practices of budget monitoring.
- Pertinent local, State and Federal laws, ordinances and rules related to water efficiency.
- Board meeting protocol and procedures.
- Technical report writing.
- English usage, spelling, grammar, and punctuation.
- Modern office methods, procedures and equipment
- Computers and word processing, spreadsheet, and database software applications.
- Advanced principles and practices of statistics, methods of data collection and scientific research.

Ability to:

- Organize, implement and direct highly complex and politically sensitive water management 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 20 pounds or less.
- Schedule, manage and direct the implementation, coordination and evaluation of water efficiency programs.
- Interpret and explain pertinent Authority policies and procedures.
- Develop and monitor budgets.
- Manage consultants.
- Manage and administer contract budgets and schedules.
- Develop and recommend policies and procedures related to water management programs.
- Analyze situations carefully and adopt effective courses of action.
- Effectively and efficiently support the Manager of Technical Services and 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 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, , 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