

Senior 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 plan, organize, coordinate and manage Regional Water Authority's core and subscription-based programs and Sacramento Groundwater Authority activities related to water efficiency; to assist with other RWA projects as required; to implement groundwater management activities of SGA; and to provide complex staff assistance to the Executive Director and member agencies.

DISTINGUISHING CHARACTERISTICS:

The Senior Project Manager is the advanced journey level in the Project Manager series. Positions at this level are distinguished by the level of responsibility assumed, complexity of duties assigned, and independence of action taken. Employees perform the more difficult and responsible types of duties assigned to classes within the series and may provide technical and functional supervision over other personnel.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Manager of Technical Services and may receive technical and functional supervision from the Principal Project Manager.

The Senior Project Manager does not provide direct supervision to personnel, but may provide technical and functional support to Associate 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:

- Plans, prioritizes, and reviews the work of internal and/or external resources associated with the implementation of RWA water efficiency programs including marketing, public outreach, school education, and grant administration.
- Develops schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Plans and facilitates meetings with member agencies including the development of meeting agenda, securing speakers, meeting logistics and meeting facilitation.
- Develops annual program business plans as needed.
- Creates partnerships and coordinates with water, wastewater, energy, stormwater and other resource management entities 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.
- Manages grant activities related to the water efficiency program including oversight of contract staff, performing inspections to ensure work has been completed, approving invoices and modifying grant as needed.
- Participates on and provides support to a variety of boards, committees and industry specific boards.
- Collects, analyzes and publishes a variety of technical data related to water efficiency program activities.
- Coordinates activities with and among member agencies.
- Develops contractual agreements with consultants and water suppliers to implement grant awards.
- Prepares program budgets and cost sharing structure with participating entities.
- Manages special projects and prepares reports.
- Provides support to the Executive Director with other RWA programs as necessary.
- Receives and responds to media requests.
- Answer questions and provides information to the public.
- Prepares and presents items for action and/or discussion to the RWA Executive Committee and the RWA Board of Directors.
- Presents annual subscription program workplans and budget proposals to the RWA Board and Committees.
- 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, integrated planning, water reuse, and demand management.
- Electronic data analytical tools.
- Principles and practices of project management.
- Principles and practices of budget monitoring.
- Principles and practices of grant administration.
- Pertinent local, State and Federal laws, ordinances, and rules related to water efficiency.
- Principles and practices of media relations and public outreach.
- Board meeting protocol and procedures.
- 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:

- Organize, implement and participate in water efficiency 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.
- Interpret and explain pertinent Authority policies and procedures.
- Develop and monitor assigned program budget.
- Develop and recommend policies and procedures related to assigned projects.
- Coordinate projects with staff/managers from other Federal, State, and local agencies.
- Facilitate and manage large groups of diverse people toward an actionable outcome.
- Understand and address member priorities, concerns and issues.
- Manage consultants.
- Manage and administer contract budgets and schedules.
- Interact tactfully with Board members, staff, member agency representatives, and the public.
- Interpret and apply policies and procedures.
- Analyze situations carefully and adopt effective courses of action.
- 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:

Six years of increasingly responsible experience in water resource planning and management or closely related field. Professional interaction with state, local and national water resources 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. A Master's degree and background in water resources management or related field is 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 is desirable.

I have received and understand the above job description.

Incumbent's Signature

Date

Executive Director's Signature

Date