

Manager of Strategic Affairs

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 regulatory, water resource development and water resiliency programs of the Regional Water 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 regulatory, water resource development and water resiliency work for the Authority, as assigned

Along with the Executive Director, Manager of Technical Services 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 regulatory, water resource development and water resiliency 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 assigned programs of the Authority, including group facilitation, organization and project implementation.
- Manages the region's efforts in updates to Water Quality Control Plans, voluntary agreements and other significant state and federal regulatory efforts, as assigned.
- Evaluates member agency needs, makes recommendations, and develops new programs and projects.
- Evaluates program workload; prioritizes work, and identifies resource needs.
- Plans for and procures consulting services; plans, develops and oversees the work of staff and consultants. This includes development of scopes, budgets, payments for services and reimbursement of costs by the appropriate RWA member agencies where needed.
- Regular communication and coordination with the Water Forum Executive Director as needed; including both information exchanges, consultant coordination and other shared activities, where appropriate.

- Develops grant applications for state, federal and other outside funding, and administers grant funds related to RWA regulatory, water resource development and water resiliency programs.
- 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 policy support to the Executive Director, the Board of Directors, Subscription Program committees and member agencies including making presentations and implementing approved recommendations.
- Reports to the Board of Directors and Subscription Program committees on the status of projects and programs.
- Represents the Authority on committees and outside organizations; participates in outside community and professional groups and committees; provides assistance as necessary.
- Represents the Authority at meetings, conferences, and hearings of local, State, or Federal agencies, boards, or legislative committees, including the Department of Interior, Bureau of Reclamation, Fish & Wildlife Service, State Department of Water Resources, State Water Resources Control Board, and other various water regulatory venues.
- 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, Board of Directors and the public using principles of good customer service.
- 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.
- State and Federal water systems, infrastructure, entities, key laws, water rights and contracts in California; as well as the understanding of how those systems work within and impact the California Bay-Delta.
- Principles and practices of group facilitation and interest-based negotiations.
- 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.
- As assigned, 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, in coordination with the Water Forum and other public entities.
- Manage and administer contract budgets and schedules, in coordination with outside public agencies, as needed.
- 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 Board 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:

8 years of progressively responsible experience in water resource planning and management, including at least six years of demonstrated project management or facilitation experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, public administration, business administration, 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.

I have received and understand the above job description.

Incumbent's Signature

Date

Executive Director's Signature

Date