

JOB DESCRIPTION

City of Patterson



Human Resources

WATER RESOURCES PROGRAM MANAGER

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under limited direction of the Deputy Director of Regulatory Compliance and Administrative Services and the Director of Public Works, plans and administers the City's water resources management program activities and functions; performs and coordinates a variety of program activities in cooperation with other agencies and regional stakeholders to ensure availability of future water resources in the City of Patterson; performs a range of duties required to effectively monitor, coordinate and comply with the requirements of the local water master plans, the Sustainable Groundwater Management Act (SGMA), various regional water resources master plans and with various state and federally regulated programs; provides direct oversight and training to assigned staff and interns; administers designated program and project budgets; researches, acquires and administers grant funds from various sources; represents the City in meetings with state, federal and/or local agencies; serves as a liaison between the City and various water related organizations; serves as a City advocate on a variety of water resource related issues; and performs related work as required and special projects as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from the Deputy Director of Regulatory Compliance and Administrative Services and the Director of Public Works.

Provides direct supervision and training to assigned technical and program support staff; oversees the work of contractors, administers contracts to ensure compliance and recommends changes as needed

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

As directed, develops, and implements goals and objectives, programs, policies, procedures and monitoring systems required to manage and increase the City's water resources by reducing demand and increasing supply.

Administers and maintains water related activity and financing agreements with public and private agencies; reviews documents and provides comments and recommendations to City management and elected officials.

Provides oversight and training to staff assigned to perform groundwater management and water supply program activities.

Provides leadership and staff support to assigned committees and groups including, but not limited to the Northern and Central Delta Mendota Region Management Committee, the Stanislaus County water technical and advisory Committees (TAC); and the regional integrated water management committees.

Coordinates and collaborates with City departments, divisions and outside agencies; serves as a liaison with public and private organizations, community groups and other social organizations; provides information and serves as a resource and advocate on a variety of water resources related issues.

Analyzes and evaluates all local, State and Federal laws, regulations and ordinances governing water resources programs to ensure compliance; writes and updates City ordinances to comply with State and Federal laws and regulations; works with regulatory agencies to perform environmental compliance program audits; completes monthly, quarterly and annual reporting as required by the State; and advises and recommends to management the appropriate position or action to take in response to regulatory changes.

Develops and recommends internal and community-wide policies that will positively impact conservation efforts.

Researches potential funding sources for program components; prepares, submits and administers funding applications and funds awarded; monitors programs for compliance with regulations and funding requirements; and ensures compliance with grant reporting requirements.

On a monthly basis, collects, and analyzes water quality and water production data and reports the results to the State Water Resources Control Board; analyzes water production and billed consumption data to determine compliance with the local urban water management plans and the City's conservation standards to determine if programmatic changes are required; and determines the amount and cause of any water loss in the system by identifying the difference between water production and billed consumption.

Develops and implements public and business education campaigns; educates staff, the City Council and the public on new legislation, regulations and programs related to water resources and water conservation.

Serves as a liaison with employees, the public, community groups and other organizations; provides information and assistance regarding various components of the water resources program; responds to and resolves inquiries and complaints.

Performs related duties as required and/or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Pertinent federal, state and local laws, codes and regulations; principles and practices of water resources, water pollution control, water conservation, groundwater monitoring and natural resources; political and environmental issues influencing water agency administration; principles and practices of effective public administration, including budget development and administration, reporting, recordkeeping, statistics, administrative research and program planning; principles of grant development, administration, and reporting; principles and practices of effective supervision and employee training; research and reporting methods, techniques and procedures; principles of mathematics and statistical analysis; methods and techniques for record keeping and report preparation and writing; modern office procedures, methods and computer equipment; applicable software programs; oral presentation techniques and practices; effective techniques and practices for writing clear, structured, articulate and persuasive reports.

Ability to: Perform a wide range of work in water resources management, water quality monitoring and water conservation; develop, coordinate and administer water resource management programs for the City; coordinate complex activities with other government agencies, regional stakeholders and other City departments; effectively work with diverse groups of people with opposing views to reach a common goal; deal constructively with conflict, and cooperatively develop effective solutions; exercise tact and discretion in dealing with the public and handling sensitive information; organize, research, analyze and evaluate data and information, draw logical conclusions and present sound recommendations; independently evaluate and resolve situations, including those requiring substantial judgment; interpret, explain and apply complex rules, regulations, ordinances, policies and procedures; work

independently and as an active team member; prioritize and organize work to meet deadlines; provide oversight and training to assigned technical and program support staff; develop and administer program and project budgets; develop successful grant applications and administer grant funded programs; read, interpret and record data accurately; communicate effectively with individuals and groups, both orally and in writing; prepare clear and concise administrative documents and reports; analyze, interpret, summarize and present a variety of fiscal, statistical and administrative reports in an effective manner; establish and maintain cooperative working relationships with those contacted in the course of work.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training, and experience which would likely provide the required knowledge, skills, and abilities; would normally include:

Education: Equivalent to a BA/BS degree from an accredited college or university with major course work in Hydrology, Environmental Science, Business or Public Administration, or a related field.

Experience: Four (4) years of progressively responsible administrative, analytical and technical experience in a public agency that includes at least three (3) years working within a water resources management and/or water conservation program.

License or Certificate:

Possession of a valid Class C California Driver's License at the time of appointment is required.

Possession of a Grade 1 Water Use Efficiency Practitioner certificate issued by the CA-NV American Water Works Association (AWWA) and possession of a ASFPM Certified Floodplain Manager certification issued by the Association of State Floodplain Management (ASFPM) are highly desirable.

MENTAL AND PHYSICAL REQUIREMENTS

Mental Requirements: The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to review and analyze documents related to the management of water resources and water conservation efforts; interprets program related federal and state regulations and recommend changes to existing ordinances to ensure compliance; represents the City in a decision making capacity on a variety of regional committees and in interactions with a variety of state and regional agencies to coordinate ground water resources and conservation efforts; provides program related information and guidance to Department management, the City Council and the general public.

Physical Requirements: The physical demands described here are representative of those required to successfully perform the essential functions of this job: On a daily basis, the ability to sit for extended periods of time; intermittently twist and bend to reach office equipment; to use finger dexterity, simple grasping and fine manipulation to write, keyboard, handle and file documents and to answer the phone; the ability to walk, climb stairs, talk and listen to receive and communicate information; a full field of vision and the

ability to distinguish colors are required. Frequently, the ability to kneel, crouch, stoop and reach out with both arms and hands are required. Occasionally the ability to maintain balance on narrow, slippery, or moving surfaces; feel attributes of objects with fingertips; and stand for extended periods of time are required. .

Environmental Conditions: The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. On a daily basis, the essential duties of the job are performed in a temperature-controlled office environment. Occasionally, work is performed around machines with moving parts and employee may be exposed to solvents and other chemicals.

FLSA Status: Exempt

Developed: August 2022

Approved by Council: September 2022