

## Division Manager- Water Resources Classification Specification

### **HUMAN RESOURCES DEPARTMENT San Luis Obispo County**

#### **DIVISION MANAGER – WATER RESOURCES**

##### **DEFINITION:**

Under general direction, plans, organizes and directs the activities of the Water Resources Division. Provides oversight and management for development and updates of the Master Water Plan, the Integrated Regional Water Management Plan, groundwater management plans for various basins, flood control policies and management plans; acquisition and analysis of hydrologic data; coordination of local and state water resources; engagement of water resource stakeholders; establishment of partnerships and agreements in developing and making water resources available; does other related work as required.

##### **REPRESENTATIVE DUTIES:**

(Not in order of importance)

- Plans, organizes and directs the operations and activities of the Water Resources Division; oversees the development and implementation of goals, objectives, policies and priorities for the Water Resources Division on behalf of the Department.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends appointments, transfers, reassignment, and disciplinary actions; establishes work schedules, assigns employee duties and reviews work to ensure accuracy, completeness and compliance with established standards, requirements and procedures; guides and assists staff in identifying and solving complex technical problems; assures a safe and harassment free work environment at each of the regular and periodic job sites of the Division.
- Develops and maintains state and locally mandated water resource management plans and documents.; makes recommendations and manages the planning of water resource

development efforts; manages and implements agreements for water resources in direct control of the County and in partnership with other water resource agencies.

- Interacts with the public, the Board of Supervisors, other County agencies, State and Federal regulatory agencies, and the news media; represents the Public Works Department and the County at public meetings; interfaces with political and technical advisory committees; provides resource analysis and recommendations with partnering agencies, State agencies and other water resource stakeholders.
- Supervises and manages the Division budget, ensuring that expenditures do not exceed the authorized budget.
- Supervises the preparation of requests for proposals and contracts.
- Assures proper implementation of programs, timely compliance with applicable legal requirements, and the efficient operation of the Division.
- Supervises the Division's overall work plans for each reporting unit.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Principles and practices of effective administration, supervision and training
- Principles of governmental budget preparation and financial controls
- Groundwater basin management objectives and regulations
- Long term water supply needs assessments and strategic planning
- Basic public relations techniques

- Principles of public speaking and communication techniques
- Effective techniques of written and oral communication
- State, federal, and local water rights, water management statutes and reporting procedures
- Principles and practices of water management agreements and implementation strategies
- Basic principles of hydrologic and hydraulic modeling

**Ability to:**

- Interact in a professional manner and deal effectively with the public, the Board of Supervisors, other governmental and regulatory agencies, contractors and formal advisory committees
- Collect, interpret and evaluate complex budgetary, statistical and accounting data
- Prepare reports and communicate clearly and concisely, both orally and in writing
- Establish and implement goals, objectives, procedures, priorities
- Identify needs and develop a cost-effective plan to meet those needs
- Make investigations and studies of work programs
- Solve technical, personnel and budgetary problems

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited four-year college or university with a Bachelor’s Degree in Civil Engineering, Water Resources Management or closely related field. (Job related professional level civil engineering experience or professional level water resources management experience may be substituted for the required education on a year-for-year basis.) In addition, possession of a valid Certificate of Registration as a Civil Engineer issued by the California State Board of Registration and four years of increasingly responsible experience as a registered Civil Engineer, at least two years of which were in a supervisory position.

**LICENSES AND CERTIFICATES:**

A valid driver’s license is required at the time of application. A valid CALIFORNIA Class “C” driver’s license is required at the time of appointment and must be maintained throughout employment.

Must possess a valid Certificate of Registration as a Civil Engineer issued by the California State Board of Registration, which must be maintained throughout employment.

**OTHER CONDITIONS OF EMPLOYMENT:**

Must be able to attend evening meetings, work long and often irregular hours as required, and occasionally work off hours operating emergency situations.

This class specification generally describes the duties and responsibilities characteristic of the positions(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 02-25-15

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