JOB DESCRIPTION

TITLE: Planning & Special Projects Manager

SECTION: Administration

DEPARTMENT: General Manager

REPORTING RELATIONSHIP:

Reports to: Assistant General Manager

Supervises the following positions: Not Applicable.

DEFINITION: Acts as a District liaison for a specific program, function, or activity in support of the District’s primary business objectives. Responsibilities involve extensive contact with management, senior technical, legal, and policy staff and elected officials of other water agencies, business groups, regulatory and government agencies, and environmental groups. Duties include technical and administrative work associated with managing issues and advancing the District’s interests. Incumbents regularly represent the District and interact with other agencies in a negotiating capacity on programs and issues that have a District-wide and interagency impact. This position has a high degree of external and Board contact and deal with issues having significant political sensitivity. Receives administrative direction from higher level supervisory or management staff as necessary.

ESSENTIAL FUNCTIONS:

1. Represent the District and make detailed presentations to other utilities, regulatory agencies, governmental bodies, planning agencies, consultants, trade and professional associations, technical groups, developers, media and general public.

2. Be informed and suggest actions on legal, technical, regulatory and administrative trends related to water quality, control, and supply; the development of district services; and related activities.

3. Identify key issues and develop, recommend, and implement strategies to protect and promote the District’s primary business interests; support board and staff interactions externally, and support linkages to internal policies and issues.

4. Represent the District in technical and policy development meetings and committees and boards; participate in the technical and policy development work conducted by coalitions of agencies.

5. Interact extensively with management, senior technical, legal, and policy staff, and elected officials of other water or flood management agencies, business groups, regulatory and governmental agencies, and environmental groups.

6. Direct, coordinate and participate in the development, negotiation, and administration of water supply contracts and cooperative agreements with other agencies; negotiate appropriate revisions and amendments as required.

7. Evaluate and develop appropriate recommendations to address current and proposed policies, regulations, legislation, projects, and programs that impact the District and its business objectives.
8. Prepare and deliver presentations and briefings to District staff, management, and the Board, other agencies, local, state, and federal elected officials and their staff.

9. Prepare comprehensive reports for District staff, management, and the Board.

10. Coordinate and communicate with District staff and consultants to address assigned areas.

11. Prepare and direct the preparation of a variety of engineering reports and technical activities.

12. Provide, and ensure other engineering personnel provide, excellent customer service to both the internal and external customers of the department.

**MINIMUM QUALIFICATIONS:**

*License or Certificates:* Valid California operator's license. Department of Motor Vehicles driving record may influence employment or classification.  
*And*  
Certificate of registration as a civil engineer issued by the State of California.

*Education and Experience:* Any combination of training and experience which would likely provide the required knowledge and abilities. A typical candidate would have successfully completed a four year degree program from a recognized college or university with a major in civil engineering or a closely related field and a minimum of 5 years of broad and extensive experience in professional engineering work.

*Knowledge of:*  
- Operational characteristics, services, and overall business functions of a large water utility.  
- Principles and practices of budget development and administration.  
- Recent developments, current literature, sources of information, and research techniques related to assigned special programs.  
- Principles and practices of project management.  
- Advanced engineering principles and practices related to assigned area of responsibility.  
- Engineering mathematics, economics, and statistical analysis.  
- Specialized engineering computer software applications.  
- Principles and practices of public sector contract administration and management.  
- Methods and techniques of engineering project design, construction, and operation.  
- Legislative and political processes.  
- Pertinent federal, state, and local laws, codes, and regulations.
JOB DESCRIPTION

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MINIMUM QUALIFICATIONS (Cont.):

Abilities:  
- Negotiate, prepare, and administer complex agreements.  
- Work effectively in multi-disciplined teams and/or coalitions both internally and externally.  
- Identify key issues; develop policy and strategy recommendations; advance the District’s policies and positions in external areas.  
- Apply engineering principles and utilize computers in the solution of complex engineering and business problems.  
- Direct the preparation of clear and concise technical and administrative reports and correspondence.  
- Analyze complex engineering data and draw sound conclusions.  
- Read and interpret engineering plans, drawings, specifications, and contract documents.  
- Make persuasive and effective presentations of ideas and recommendations.  
- Exercise appropriate discretion in carrying out tasks and strategies related to politically sensitive issues.  
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
- Research, analyze, and evaluate new service delivery methods and techniques.

PHYSICAL REQUIREMENTS:

Driving:  Moderate.

See Human Resources for physical assessment form.