

JOB DESCRIPTION

Coachella Valley Water District

Date: April 12, 2017

TITLE: Water Program Manager

SRN S37:

DEPARTMENT: Administration

REPORTING RELATIONSHIP:

Reports to: Assistant General Manager

Supervises the following positions: various positions

DEFINITION: The Water Program Manager is a highly specialized position that ensures the imported water supply needs for CVWD are met. The position requires an understanding of water resources planning and water policy development. The position will support CVWD's lead on imported water issues (currently the Assistant General Manager), including the Colorado River and the California State Water Project. In this role, this position will be expected to interact with external agencies (e.g., United States Bureau of Reclamation (USBR), State Water Contractors, and other water agencies), which will require travel. Position may be required to supervise staff.

ESSENTIAL FUNCTIONS:

1. Performs complex and sensitive analyses involved with ensuring the full deliveries of CVWD's Colorado River, State Project Water, and other imported water supplies (i.e., Rosedale-Rio Bravo); identifies critical barriers to these supplies, identify and recommend solutions to management. This will require an understanding of and the ability to manage contracts.
2. Ensures that CVWD's supplemental water programs are aligned with the Coachella Valley Water Management Plan and CVWD Strategic Plan, and recommends solutions to deviations. This may require looking for opportunities for water leases, exchanges, transfers, purchases, or sales.
3. Prepares the Colorado River and State Water Project annual water orders; provides monthly tracking of actual water deliveries to the water order(s) and analyses of deviations.
4. Works closely with other agencies on Colorado River and State Water Project issues, including USBR, State Water Contractors, and other water agencies (e.g., Metropolitan Water District of Southern California, Imperial Irrigation District, etc.). This will require travel up to 30% of the time to attend meetings.
5. Works closely with Environmental Services Department regarding CEQA, NEPA and permitting issues to ensure compliance with the appropriate regulatory requirement for these sources (e.g., Safe Drinking Water Act, Clean Water Act, National Pollution Discharge Elimination System permits, etc).
6. Works closely with the Operations, Facilities, and Service Departments to solicit and receive input on imported water operating issues.
7. Provides technical assistance for presentations, including Board of Director meetings; makes presentations within CVWD and to external organizations.

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ESSENTIAL FUNCTIONS (Cont.):

8. Prepares comprehensive annual Operating and Capital Improvement Program (CIP) budgets for consideration by CVWD Board of Directors.
9. Assists in fulfilling the CVWD Strategic Plan goals, objectives and initiatives.
10. Assists in analyzing current and proposed legislation and governmental policies involving the imported water supplies; develop recommendations for CVWD's actions after analyses.
11. May supervise and evaluate additional staff.
12. Perform related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the California Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Education and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities. A typical candidate must have successfully completed a four year degree program from a recognized college or university with a major either in Business Administration, Water Resources management, Civil engineering or a closely related field and a minimum of 10 years of broad and extensive experience in professional planning and research experience. Desirable qualifications include 5 years of increasing responsibility in supervisory experience in these areas and advanced degree (i.e. M.S.).

Knowledge of:

- Principles and practices of water resources management
- Water Resource/Supplemental Water planning studies
- Colorado River and State Water Project systems
- Law of the River and California Water Law
- Technical report writing, review and comment
- Principles, functional operations, and operations and maintenance procedures of supplemental water activities including canals, reservoirs, aquifer storage and large pipeline systems
- Principles of supervision and management

Abilities:

- Plans, organizes, and supervises the work of subordinate technical personnel
- Long term water resources planning
- Conducts research, and prepares detailed analyses and comprehensive technical reports and recommendations
- Work cooperatively with others and is an effective relationship builder
- Communicate effectively both verbally and in writing

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PHYSICAL REQUIREMENTS:

1. Drives CVWD vehicle to job sites, which may include over rough terrain.
2. May work in extreme weather conditions including heat and rain.

See Human Resources for physical assessment form.