

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **SENIOR WATER RESOURCES PLANNER**

GRADE LEVEL: M8

SUPERVISOR TITLE: Assistant General Manager

FLSA STATUS: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA




DEFINITION

Under general direction, plans, organizes, and directs a variety of water resources planning work of a specialized or complex nature. Supervises staff assigned to water resources related programs and performs other related work as required

CLASS CHARACTERISTICS

This single position class is responsible for managing and coordinating water resources planning efforts. Areas of program responsibility include assisting in the development of long-range water supply plans and dry-year supply planning. Supervising the implementation of water conservation, public information, and school education programs. Assists in the Districts activities with regard to regional and state issues that may impact District supplies. This job classification is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

-  Manages complex water resources planning and analysis activities including estimating water demand, conservation impacts, and computer operations modeling based on historical usage data, land use trends and other factors
-  Assists in securing and maintaining sufficient water supplies to meet demand and plans for needed facilities
-  Assists in implementation of projects and programs recommended in the Integrated Resources Plan including development of recycled water and dry year supplies

- ✎ Represents the District in meetings with federal and state agencies, industry groups, and other water agencies regarding a variety of water resources planning issues of mutual concern
- ✎ Continually assesses proposals and trends impacting source and quality of District's water and explores obtaining loans and grants for projects and programs
- ✎ Reviews EIR's and CEQA documents received from other agencies and drafts the District's comments
- ✎ Researches and prepares complex technical and administrative reports and recommendations on water resources planning issues and presents to senior management and/or the Board of Directors
- ✎ Supervises demand management programs, including developing strategies for new programs and projects
- ✎ Writes grant applications and manages grant programs including monitoring expenditures
- ✎ Evaluating the need for changes in budgetary allocations and cost-analysis
- ✎ Assist in preparation of the annual budget request for the department; estimates staffing, equipment supply needs based upon recent trends and planned activities
- ✎ Interviews and hires new staff, prioritizes, assigns and reviews work, approves time off for payroll purposes, and prepares employee performance evaluations
- ✎ Performs other related work as required

QUALIFICATIONS

Knowledge of:

- ✎ Current California water policies, politics and issues, pertinent federal and state laws and regulations
- ✎ Hydrologic concepts, economics and project management techniques
- ✎ Computer applications relating to water resources planning modeling
- ✎ General requirements of environmental impact assessments and related regulatory processes
- ✎ Principles and practices of policy development and implementation
- ✎ Budget administration
- ✎ Principles of employee supervision, training and personnel management

Ability to:

- ✎ Plan organize and direct complex and specialized water resources planning studies and analyses

- ✎ Utilize sophisticated computerized operations models to make planning projections
- ✎ Analyze, interpret, and apply information, choose among alternative courses of action and arrive at a recommendation
- ✎ Understand and implement laws, regulations, policies and procedures
- ✎ Plan, assign, and supervise the work of subordinate staff
- ✎ Communicate effectively, both verbally and in writing
- ✎ Maintain detailed and accurate records
- ✎ Prepare clear and concise written reports including technical material for non-technical audiences
- ✎ Establish and maintain good working relationships with those contacted in the course of the work

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Five (5) years of full-time Resource Planning with at least two (2) years of supervisory experience/capacity or equivalent (i.e., supervisory training, and/or supervising a project or team)

Training: Possession of a Bachelor's degree from an accredited college or university with a major in business administration, environmental studies, economics, civil engineering, or a related field

License and Certificates:

- ✎ Valid California Driver's License, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities:

- ✎ Communicate verbally with District management, co-workers and the public in face-to-face, one-on-one and group settings
- ✎ Regularly use a telephone for communication
- ✎ Use office equipment such as a personal computer, copier and fax machine
- ✎ Sit for extended time periods
- ✎ Hearing and vision within normal ranges
- ✎ Sit for extended periods of time

- ✎ Carry, push, reach and lift up to 20 lbs. routinely
- ✎ Reach at above shoulder heights (5%), at shoulder height (5%), below shoulder height (90%)
- ✎ Travel as requested by automobile in conducting District business
- ✎ Occasionally stoop, kneel or crouch

OTHER REQUIREMENTS

This position is classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act (FLSA). The position will be required to work varying hours, weekends, and holidays as the day-to-day job duties may require

Employee Signature

Date

Supervisor/Manager Signature

Date