

# Water Authority Position Description

## PROGRAM MANAGER-WTR RES PLNG

Status	Position Code	Level	Date
APPROVED	PMWR	P29	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

### POSITION SUMMARY

PLAN, DIRECT, MANAGE AND OVERSEE THE ACTIVITIES AND OPERATIONS OF THE WATER AUTHORITY'S WATER RESOURCES ACQUISITION, PLANNING AND MANAGEMENT PROGRAM.

### MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN HYDROLOGY, WATER RESOURCES, WATER LAW, BIOLOGY, CHEMISTRY, ENGINEERING, ADMINISTRATION OR A RELATED FIELD, PLUS SEVEN (7) YEARS ENVIRONMENTAL, ENGINEERING OR LEGAL EXPERIENCE WITHIN THE ASSIGNED PROGRAM AREA TO INCLUDE FOUR (4) YEARS SUPERVISORY EXPERIENCE IN A MANAGEMENT AND/OR ADMINISTRATIVE CAPACITY.

### ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)  
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

### SUPERVISION RECEIVED/EXERCISED

RECEIVE ADMINISTRATIVE DIRECTION FROM HIGHER LEVEL MANAGEMENT STAFF.  
EXERCISE DIRECT SUPERVISION OF SUPERVISORY AND SUPPORT STAFF.

### ESSENTIAL FUNCTIONS

1. ASSUME MANAGEMENT RESPONSIBILITY AND ACCOUNTABILITY FOR AN ASSIGNED PROGRAM WITHIN THE WATER AUTHORITY SUCH AS WATER OPERATIONS, OR WATER RESOURCE PLANNING.
2. PLAN, SUPERVISE, DIRECT AND COORDINATE, THROUGH STAFF, THE ASSIGNED PROGRAM'S WORK PLAN. ASSIGN PROJECTS AND PROGRAMMATIC AREAS OF RESPONSIBILITY. REVIEW AND EVALUATE WORK METHODS AND PROCEDURES. MEET WITH STAFF TO IDENTIFY AND RESOLVE PROBLEMS.
3. COORDINATE THE ORGANIZATION, STAFFING AND OPERATIONAL ACTIVITIES OF ASSIGNED TECHNICAL SUPPORT PROGRAMS AND RESEARCH PROJECTS TO FACILITATE AND IMPROVE RIO GRANDE SYSTEMS WATER OPERATIONS AND MANAGEMENT OF SAN JUAN CHAMA WATER.
4. ASSESS AND MONITOR WORK LOAD, ADMINISTRATIVE AND SUPPORT SYSTEMS, AND INTERNAL REPORTING RELATIONSHIPS. IDENTIFY OPPORTUNITIES FOR IMPROVEMENT. DIRECT AND IMPLEMENT CHANGES.
5. DESIGN, IMPLEMENT AND MANAGE WATER USE AND WATER RIGHTS ACQUISITION PROGRAMS TO ENSURE COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS, RULES, REGULATIONS, POLICIES AND ORDINANCES AND TO EFFECTIVELY MONITOR OPERATIONS.
6. OVERSEE AND MANAGE THE WATER AUTHORITY'S INTERESTS IN WATER USE, WATER-SUPPLY PLANNING, WATER RIGHTS AND WATER STORAGE SPACE WITHIN THE APPROPRIATE RIO GRANDE RIVER SYSTEM. FACILITATE DEVELOPMENT OF MANAGEMENT POLICIES FOR THE GROUND WATER AND SURFACE WATER SYSTEMS.
7. RECOMMEND CHANGES TO OPERATIONS AND MAINTENANCE PRACTICES AS REQUIRED TO ENSURE COMPLIANCE WITH STATE ENGINEER PERMIT CONDITIONS.
8. REVIEW PROPOSED FEDERAL, STATE AND LOCAL REGULATIONS AND ANALYZE THE EFFECT ON THE WATER AUTHORITY'S WATER SYSTEM OPERATIONS. PREPARE AND PRESENT COMMENTS TO REGULATORY AUTHORITIES REGARDING PROPOSED REGULATIONS.
9. PROVIDE TECHNICAL AND REGULATORY REPORTING SUPPORT TO THE WATER AUTHORITY, AND TO THE WATER RESOURCES PLANNING DIVISION.
10. COORDINATE INTER-AGENCY FEASIBILITY STUDIES, DEMONSTRATIONS AND PILOT PROJECTS INCLUDING EVALUATION OF DESALINATION, AQUIFER STORAGE AND RECOVERY AND WATER RE-USE PROJECTS.
11. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF. PROVIDE OR COORDINATE TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AS NEEDED.
12. OVERSEE AND PARTICIPATE IN THE DEVELOPMENT AND ADMINISTRATION OF THE ASSIGNED PROGRAM BUDGET. APPROVE THE FORECAST OF FUNDS NEEDED FOR STAFFING, EQUIPMENT, MATERIALS AND SUPPLIES. APPROVE EXPENDITURES AND IMPLEMENT BUDGETARY ADJUSTMENTS AS APPROPRIATE AND NECESSARY.
13. EXPLAIN, JUSTIFY AND DEFEND ASSIGNED PROGRAMS, POLICIES AND ACTIVITIES. NEGOTIATE AND RESOLVE SENSITIVE AND CONTROVERSIAL ISSUES.
14. SERVE AS LEAD REPRESENTATIVE FOR THE WATER AUTHORITY ON INTER-AGENCY WATER MANAGEMENT COMMITTEES.

**SUPPLEMENTAL FUNCTIONS**

1. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE ASSIGNED FIELD
2. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED

**PREFERRED KNOWLEDGE**

OPERATIONS, SERVICES AND ACTIVITIES OF THE ASSIGNED OPERATIONAL AREA  
PRINCIPLES AND PRACTICES OF ENGINEERING  
NEW MEXICO WATER LAW AND STATE ENGINEER'S WATER RIGHTS REGULATIONS,  
POLICIES AND PROCEDURES  
WATER RIGHTS ADMINISTRATION IN THE MIDDLE RIO GRANDE BASIN  
COMPLEX HYDROLOGIC SYSTEMS INCLUDING THE ABILITY TO UTILIZE THREE  
DIMENSIONAL GROUND WATER AND SURFACE WATER MODELS  
MODERN AND COMPLEX PRINCIPLES AND PRACTICES OF ENVIRONMENTAL ENGINEERING  
PRINCIPLES AND PRACTICES OF PROGRAM DEVELOPMENT AND ADMINISTRATION  
PRINCIPLES AND PRACTICES OF GOVERNMENTAL BUDGET PREPARATION AND  
ADMINISTRATION  
PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION  
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS  
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

**PREFERRED SKILL/ABILITY**

OVERSEE AND PARTICIPATE IN THE MANAGEMENT OF THE ASSIGNED OPERATIONAL AREA  
PLAN, ORGANIZE, DIRECT AND COORDINATE THE WORK OF STAFF  
SOLVE COMPLEX PROBLEMS AND COMMUNICATE THEM TO INTERNAL AND EXTERNAL  
CUSTOMERS  
ANALYZE WATER RESOURCES BUDGETS INCLUDING INFLOWS AND OUTFLOWS  
INCLUDING DEVELOPMENT OF DYNAMIC SIMULATION MODELING  
DEVELOP AND IMPLEMENT LONG-RANGE WATER RESOURCES AND REUSE ENGINEERING  
AND PLANNING  
SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF  
DELEGATE AUTHORITY AND RESPONSIBILITY  
ANALYZE AND ASSESS PROGRAMS, POLICIES AND OPERATIONAL NEEDS AND MAKE  
APPROPRIATE ADJUSTMENTS  
PREPARE AND ADMINISTER LARGE AND COMPLEX BUDGETS  
RESEARCH, ANALYZE AND EVALUATE NEW SERVICE DELIVERY METHODS AND  
TECHNIQUES  
INTERPRET AND APPLY FEDERAL, STATE AND LOCAL POLICIES, LAWS  
AND REGULATIONS  
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN  
WRITING  
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE  
CONTACTED IN THE COURSE OF WORK

**WORKING CONDITIONS**

OFFICE AND FIELD ENVIRONMENT; EXPOSURE TO INCLEMENT WEATHER, UNPLEASANT ODORS, COMPUTER SCREENS

**PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS SITTING, STANDING, OR WALKING FOR PROLONGED PERIODS; TRAVEL FROM OFFICE TO SITES  
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES