

Water Authority Position Description

WATER RIGHTS PROGRAM MANAGER

Status	Position Code	Level	Date
APPROVED	PMWR	P29	Sep 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 REPORT ON THE ACTIVITIES AND OPERATIONS OF THE WATER AUTHORITY'S WATER RESOURCES ACQUISITION, RIGHTS AND PERMITS. PLAN AND MANAGE EXISTING WATER RESOURCES INCLUDING STORAGE AND DELIVERY CONTRACTS. PREPARE STRATEGIC PLANS TO IMPLEMENT THE WATER AUTHORITY'S 100-YEAR WATER PLAN. PROVIDE SUPPORT TO PROTECT THE EXISTING AND FUTURE WATER RIGHTS AND WATER OWNED BY THE WATER AUTHORITY.

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, WATER RESOURCES, RELATED ENGINEERING OR LEGAL EXPERIENCE TO INCLUDE TWO (2) 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.
MAY EXERCISE DIRECT SUPERVISION OF SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. ASSUME MANAGEMENT RESPONSIBILITY AND ACCOUNTABILITY FOR AN ASSIGNED PROGRAM WITHIN THE AUTHORITY SUCH AS WATER OPERATIONS, OR WATER RESOURCE PLANNING AND WATER ACQUISITION.
2. PLAN, DIRECT AND COORDINATE, 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 OPERATIONAL ACTIVITIES OF APPROPRIATE STATE ENGINEERS OR OTHER PERMITS INCLUDING RIO GRANDE SYSTEMS WATER OPERATIONS AND MANAGEMENT OF SAN JUAN CHAMA WATER.
4. ASSESS AND MONITOR, ADMINISTRATIVE AND SUPPORT SYSTEMS, IDENTIFY OPPORTUNITIES FOR IMPROVEMENT; DIRECT AND IMPLEMENT CHANGES.
5. DESIGN, IMPLEMENT AND MANAGE WATER USE AND WATER RIGHTS PROGRAMS TO ENSURE COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS, RULES, REGULATIONS, POLICIES AND ORDINANCES AND TO EFFECTIVELY MONITOR OPERATIONS.
6. OVERSEE THE AUTHORITY'S INTERESTS IN WATER USE, AND WATER RIGHTS WITHIN THE APPROPRIATE RIO GRANDE RIVER SYSTEM; FACILITATE DEVELOPMENT OF MANAGEMENT POLICIES FOR THE RIVER SYSTEM.
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 AUTHORITY'S WATER SYSTEM OPERATIONS, WATER RIGHTS, PERMITS AND WATER RESOURCES. PREPARE AND PRESENT COMMENTS TO REGULATORY AUTHORITIES REGARDING PROPOSED REGULATIONS.
9. PROVIDE TECHNICAL, LEGAL AND OTHERS ENTITIES REGULATORY REPORTING IN SUPPORT OF THE WATER RESOURCES PLANNING DIVISION AND OTHER ENTITIES WITHIN AND OUTSIDE THE WATER AUTHORITY.
10. COORDINATE INTER-AGENCY DISCUSSIONS INCLUDING EVALUATION OF AQUIFER STORAGE AND RECOVERY AND WATER RE-USE AND STORAGE.
11. MAY PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF OR OTHER EMPLOYEES; PROVIDE OR COORDINATE TRAINING.
12. PARTICIPATE IN THE DEVELOPMENT AND ADMINISTRATION OF THE ASSIGNED PROGRAM BUDGET; APPROVE EXPENDITURES AND IMPLEMENT BUDGETARY ADJUSTMENTS AS APPROPRIATE AND NECESSARY.
13. PROVIDE LEGAL TESTIMONY, EXPERT REPORTS, ON OTHER MATTERS IN SUPPORT OF LITIGATION.
14. IMPLEMENT STRATEGIC PLANS ASSOCIATED WITH AUTHORITY'S 100-YEAR WATER PLAN. PROTECT EXISTING WATER RIGHTS AND WATER RESOURCES.

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
STATE ENGINEER'S WATER RIGHTS APPLICATIONS, PROCESSES AND PROCEDURES
WATER RIGHTS ADMINISTRATION IN THE MIDDLE RIO GRANDE
COMPLEX HYDROLOGIC SYSTEMS INCLUDING THE ABILITY TO UTILIZE THREE
DIMENSIONAL GROUND WATER AND SURFACE WATER MODELS
MODERN AND COMPLEX PRINCIPLES AND PRACTICES OF HYDROLOGY AND
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

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 IF APPLICABLE
DELEGATE AUTHORITY AND RESPONSIBILITY IF APPLICABLE
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