

Water Authority Position Description

WATER RESOURCES MGR - UNCL

Status	Position Code	Level	Date
APPROVED	WRMG	P31	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 AND MANAGE ALL ACTIVITIES WITHIN THE AUTHORITY'S WATER RESOURCES DIVISION AND COORDINATE THOSE ACTIVITIES WITH OTHER AUTHORITY DIVISIONS, OUTSIDE AGENCIES AND THE PUBLIC. PERFORM COMPLEX ANALYTICAL WORK IN PROVIDING ADMINISTRATIVE SUPPORT FOR PROJECTS AND PROGRAMS TO ENSURE TECHNICAL COMPETENCE AND COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS AND ORDINANCES

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN HYDROLOGY, WATER RESOURCES, WATER LAW, BIOLOGY, CHEMISTRY, ENGINEERING OR A RELATED FIELD, PLUS EIGHT (8) YEARS MANAGEMENT EXPERIENCE IN ENVIRONMENTAL COMPLIANCE MONITORING TO INCLUDE FIVE (5) YEARS SUPERVISORY EXPERIENCE IN A MANAGEMENT AND/OR ADMINISTRATIVE CAPACITY.

ADDITIONAL REQUIREMENTS

POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.
POSSESSION OF, OR ABILITY TO OBTAIN, A VALID AUTHORITY OPERATOR'S PERMIT (AOP) WITHIN SIX (6) MONTHS.

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL ADMINISTRATIVE DIRECTION AND PROVIDE SUPPORT TO THE CHIEF OPERATING OFFICER.

EXERCISE DIRECT SUPERVISION OVER SUPERVISORY, PROFESSIONAL, TECHNICAL AND SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. PLAN, DIRECT AND COORDINATE THROUGH STAFF, THE WORK PLAN FOR ASSIGNED ACTIVITIES. ASSIGN PROJECTS AND PROGRAMS. EVALUATES AND MEASURE THE EFFECTIVENESS OF EXISTING WATER RESOURCES AND WATER CONSERVATION PROGRAMS AND DETERMINE THE NEED FOR NEW PROGRAMS.
2. DEVELOP, RECOMMEND AND IMPLEMENT DIVISION GOALS, OBJECTIVES, POLICIES AND PRIORITIES FOR ASSIGNED AREAS INCLUDING WATER RIGHTS, WATER QUALITY, WATER CONSERVATION, WATER LOSS PREVENTION, AND ENVIRONMENTAL PROGRAMS.
3. DIRECT AND IMPLEMENT ACTIVITIES CALLED FOR IN THE AUTHORITY'S WATER RESOURCES MANAGEMENT STRATEGY TO ENSURE SUSTAINABLE AND RELIABLE WATER SUPPLY, INCLUDING GROUNDWATER, SURFACE WATER, REUSE AND RECYCLING WATER OR OTHER SOURCES.
4. OVERSEE AND MANAGE THE ENVIRONMENTAL AND WATER CONSERVATION PROGRAMS, INCLUDING ENDANGERED SPECIES PROGRAMS AND PLANS, DROUGHT MANAGEMENT PLANS, WATER LOSS PREVENTION AND RELATED PROGRAMS.
5. OVERSEE THE AUTHORITY'S WATER SUPPLY AND STORAGE CONTRACTS INCLUDING REVIEWING WATER RIGHTS ACQUISITIONS. PROVIDE CONTRACT ADMINISTRATION; AND EVALUATES CONTRACTORS' PERFORMANCE ACCORDING TO CONTRACTUAL AGREEMENT.
6. MANAGE AND PROVIDE DIRECTION REGARDING THE AUTHORITY'S WATER RIGHTS PERMITS WITH THE STATE ENGINEER, FISH AND WILDLIFE SERVICE BIOLOGICAL OPINION, AND OTHER REGULATORY PERMITS.
7. PREPARE A VARIETY OF SPECIAL STUDIES, REPORTS, AND DOCUMENTATION TO PRESENT TO ADMINISTRATION AND AUTHORITY BOARD. REPRESENT THE AUTHORITY IN ASSIGNED AREAS AT A VARIETY OF INTER-AGENCY WORKSHOPS, HEARINGS AND CONFERENCES.
8. INTERACT AND CONSULT WITH VARIOUS PUBLIC AND PRIVATE AGENCIES. COORDINATE WITH OTHER AGENCIES PLANNING EFFORTS INCLUDING REGIONAL WATER PLAN, MIDDLE RIO GRANDE CONSERVANCY DISTRICT, RIO GRANDE WATER FUND, ABQ 2030, MIDDLE RIO GRANDE COUNCIL OF GOVERNMENTS AND OTHERS.
9. PERFORMS A VARIETY OF RESEARCH, PROGRAM DESIGN AND MANAGEMENT, ANALYSIS, REGULATORY PERMITTING AND PROFESSIONAL/TECHNICAL ADMINISTRATIVE DUTIES. PROVIDES TECHNICAL ASSISTANCE AND ADVICE TO OTHER DIVISIONS.
10. COORDINATES, OVERSEES, AND PARTICIPATES IN THE DESIGN AND DEVELOPMENT OF VARIOUS PUBLIC EDUCATION, ADVERTISING, AND OTHER PRESENTATIONS REGARDING ASSIGNED PROGRAMS.

11. ACTS AS LIAISON BETWEEN ASSIGNED PROGRAMS AND LOCAL CITIZENS, INTERESTED PARTIES, AND THE GENERAL PUBLIC REGARDING INQUIRIES AND COMPLAINTS; RESEARCHES SITUATIONS, GATHERS PERTINENT INFORMATION, FORMULATES SOLUTIONS AND IMPLEMENTS RESOLUTION.

12. DEVELOPS AND PREPARES RFP'S AND RFQ'S FOR DISTRIBUTION TO VENDORS AND CONTRACTORS TO OBTAIN NECESSARY SERVICES ACCORDING TO THE AUTHORITY'S PROCEDURES AND GUIDELINES.

13. PARTICIPATES IN THE DEVELOPMENT OF ASSIGNED ANNUAL BUDGET; MONITORS REVENUES AND EXPENDITURES; CONTROLS EXPENDITURES; AND PREPARES PERIODIC REPORTS AND UPDATES REGARDING ASSIGNED BUDGET.

14. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED PERSONNEL; PROVIDE OR COORDINATE STAFF TRAINING; WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES; IMPLEMENT DISCIPLINE AS NEEDED.

SUPPLEMENTAL FUNCTIONS

1. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

AUTHORITY'S WATER RESOURCES, WATER RIGHTS AND STATE ENGINEER PERMITS
 PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS
 PRINCIPLES AND PRACTICES OF PROGRAM DEVELOPMENT AND ADMINISTRATION
 METHODS AND TECHNIQUES OF EVALUATING SYSTEM PERFORMANCE AND RECOMMENDING
 MODIFICATIONS
 PRINCIPLES, PRACTICES, AND TECHNIQUES OF ENVIRONMENTAL PLANNING AND
 PROTECTION
 PRINCIPLES AND PRACTICES OF GOVERNMENTAL BUDGET PREPARATION AND
 ADMINISTRATION
 PERTINENT WATER QUALITY RULES AND REGULATIONS
 WATER POLLUTION PREVENTION REQUIREMENTS OF VARIOUS FEDERAL, STATE, AND
 LOCAL AGENCIES

PREFERRED SKILL/ABILITY

ANALYZE AND ASSESS PROGRAMS, POLICIES AND OPERATIONAL NEEDS AND MAKE
 APPROPRIATE ADJUSTMENTS
 PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS
 PRINCIPLES AND PRACTICES OF PROGRAM DEVELOPMENT AND ADMINISTRATION
 DEMONSTRATE ADVANCED TECHNICAL SKILL AND EXPERIENCE WITH ENVIRONMENTAL
 PRINCIPLES AND APPLICATIONS
 ANALYZE AND ASSESS PROGRAMS, POLICIES AND OPERATIONAL NEEDS AND MAKE
 APPROPRIATE ADJUSTMENTS
 IDENTIFY AND RESPOND TO SENSITIVE COMMUNITY AND ORGANIZATIONAL ISSUES,
 CONCERNS AND NEEDS
 DEVELOP AND ADMINISTER DIVISION GOALS, OBJECTIVES AND PROCEDURES
 ANALYZE PROBLEMS, IDENTIFY ALTERNATIVE SOLUTIONS, PROJECT CONSEQUENCES OF
 PROPOSED ACTIONS AND IMPLEMENT RECOMMENDATIONS IN SUPPORT OF GOALS

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, WALKING OR STANDING FOR PROLONGED PERIODS OF TIME; MODERATE OR LIGHT LIFTING.
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION NEEDED FOR MAKING OBSERVATIONS, COMMUNICATING WITH OTHERS, READING, WRITING AND OPERATING ASSIGNED EQUIPMENT.