



CLASS SPECIFICATION

Class Code: 3053
Date Est: 01/2003
Last Rev: 07/2020
Last Title Chg:
FLSA: exempt
Probation: 12 months

WATER RESOURCES PROGRAM MANAGER

DEFINITION

Under general supervision, is responsible for the preparation and development of Perchloroethylene (PCE) prevention, protection, and mitigation; and/or water planning and management programs for Washoe County; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Graduation from an accredited college or university with a bachelor's degree in hydrology, hydrogeology, civil engineering, or a closely related field AND four years of full-time experience as a hydrologist, hydrogeologist, or civil engineer; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over support staff.

EXAMPLES OF DUTIES (*The following is used as a partial description and is not restrictive as to duties required.*)

Supervise assigned staff, which includes staff selection, assigning, scheduling and reviewing work, providing training in proper work methods and procedures, performance evaluation, coaching and mentoring, providing professional development, and implementing discipline and conflict resolution procedures when necessary.

Manage and direct the preparation and implementation of water management plans and/or remediation management plans for Washoe County; revise and update master plans and management plans for final approval and adoption by appropriate entities; facilitate the review and approval of project plans or designs, development applications, and program policies by appropriate agencies.

Develop criteria to be used for selection of consultants, including an outline of the proposed services to be rendered; administer consultant contracts to ensure that services are rendered in compliance with Washoe County contracting policies.

Coordinate requests for information and data collection and serve as liaison between the Nevada Department of Conservation and Natural Resources, and other appropriate local and regional agencies within Washoe County for PCE prevention, protection, and mitigation programs, and/or water planning and management programs for Washoe County.

Coordinate the preparation of local cost-sharing and cooperative agreements, facilitating their review and approval; prepare, review and control program schedules, activities, and operations.

Assess the assigned program's needs; develop new processes and procedures to meet new or anticipated regulatory requirements; conduct research to determine potential impacts of possible decisions of the organization; prepare findings and recommendations to management in support of those decisions in light of program goals and objectives; monitor and evaluate the efficiency and effectiveness of program administration and service delivery methods and procedures; allocate resources accordingly.

Develop and administer the program budget; forecast funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary; determine how fee amounts are to be set and collected; research sources of funding for local government projects.

Make presentations and provide education and expertise to local governments, a variety of organizations, and public forums on the status of assigned programs; participate on a variety of boards, commissions and committees as required by program area; prepare and present staff reports and other necessary correspondence.

May coordinate the acquisition of land, rights-of-way, and easements as necessary for project construction and data collection locations.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance (*These may be acquired on the job and are needed to perform the work assigned.*)

Knowledge of:

Departmental/division policies and procedures.

Laws, regulations, and directives pertaining to administration of PCE prevention, protection, and mitigation; and water planning and management programs and districts within Washoe County and Nevada.

Computer software specific to the department/division/program.

Groundwater and surface water flow and transport modeling techniques.

Advanced principles and techniques of research, investigation, and analysis.

Principles and practices of project development and coordination.

Ability to:

Plan, coordinate, and manage complex programs and projects.

Plan, develop, and coordinate programs regarding surface water and ground water studies and development.

Perform complex technical analysis of water resource data.

Perform hydrologic and hydraulic modeling of data and forecasting of information.

Provide technical expertise related to assigned program.

Provide supervision, training, work evaluation, and discipline for assigned staff.

Develop and administer assigned program goals, objectives, and procedures.

Analyze programs and operational needs to identify process improvements or alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals and objectives.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Prepare contract specifications.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

Geology, hydrology, and hydrogeologic concepts, principles, and practices.

Principles of chemistry, mathematics, and hydraulics as they relate to hydrology and hydrogeology.

Contract administration and budgeting.

Principles and practices of hydrogeology and contaminant fate and transport sciences.

Principles of business letter writing and report preparation.

Principles and practices of subsurface environmental investigations.

Environmental water data collection methodologies for all appropriate media (i.e. soils, soil gas, and groundwater).

Well drilling operations and construction practices.

Aquifer testing methods.

Ability to:

Coordinate and provide effective leadership and direction to accomplish program goals and objectives.

Develop and implement recommendations regarding work procedures and cost-effective services.

Interpret and apply regulations, policies, and procedures.

Communicate effectively, both orally and in writing, including public presentations.

Analyze hydrology data, evaluate surface and groundwater resources, and develop valid conclusions.

Maintain effective working relationships with outside vendors, division staff, and representatives of other departments and agencies.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Establish priorities and organize work to meet schedules and deadlines.

Apply project management techniques in the course of work.

Perform field studies.

Develop numeric groundwater flow and transport computer models.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 10 lbs. Ability to use office equipment including computer, copier, telephone, and FAX machine.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.