CLASSIFICATION

WATER RESOURCES PROGRAM MANAGER

DEFINITION

Under general supervision, is responsible for the preparation and development of flood control, PCE remediation, and/or groundwater and surface water management programs for Washoe County. Coordinates planning and review of design and construction plans and policies for programs with various agencies, advisory boards and companies. Provides educational information and expertise to other organizations; 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 a Masters' degree in Hydrology, Civil Engineering, or a closely related field and three years of full-time experience as a Hydrologist, Hydrogeologist, or Civil Engineer; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

Registration as a Professional Civil Engineer with the State of Nevada or a jurisdiction recognized for the purposes of reciprocity by the Nevada State Board of Registered Engineers and Land Surveyors is preferred for Flood Control Program Manager.

Possession of 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.)

Distributes and evaluates the work of project support staff.

Manage and direct the preparation and implementation of water resource and flood control master plans and/or water quality or quantity management plans for Washoe County.

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

Coordinate requests for information and data collection for flood control, PCE remediation, and groundwater and surface water programs for Washoe County.

Revise and update master plans and management plans for final approval and adoption by appropriate entities.

Serve as liaison between the Corps of Engineers, Nevada Department of Conservation and Natural Resources, and appropriate local agencies within Washoe County for flood control, PCE remediation, and groundwater and surface water management, including scheduling and coordination of regular meetings.
Coordinate the acquisition of land, rights-of-way, and easements as necessary for project construction and data collection locations.

Facilitate the review and approval of project designs and program policies by appropriate agencies.

Coordinate the preparation of local cost-sharing and cooperative agreements, facilitating their review and approval.

Make presentations and provide expertise to local governments, a variety of organizations, special groups, and public forums on the status of the Programs.

Research sources of funding for local government projects.

Determine how fee amounts are to be set and collected and inform the community about programs.

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.

Conduct research related to assigned program to determine impact of decisions of the organization; prepare findings and develop recommendations in support of program goals and objectives.

Monitor and evaluate the efficiency and effectiveness of program administration and service delivery methods and procedures; allocate resources accordingly.

Assess the assigned program’s needs; interpret regulatory requirements and advise Department of Water Resources management; develop new processes and procedures to meet new or anticipated requirements.

Prepare, review and control program schedules, activities and operations; prepare and distribute correspondence as related to program operations.

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.

Participate on a variety of boards, commissions and committees as required by program area; prepare and present staff reports and other necessary correspondence.

**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 flood control, remediation, and groundwater management programs and districts within Washoe County and Nevada.

Computer software specific to the department/division.

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 and assess programs, policies and operational needs, and make appropriate adjustments.

Analyze problems, identify 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 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 leadership and direction to accomplish 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.

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.

Prepare and perform presentations at public meetings.

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.*

Approved WERCCS Job Evaluation Committee Date March 2003