

# COUNTY OF SOLANO

## CLASS SPECIFICATION

### WATER AND NATURAL RESOURCES PROGRAM MANAGER

Effective Date: 11/24/2015

#### CLASS SUMMARY

Under general direction, this single class position in the Department of Resource Management is responsible for managing and coordinating surface and ground water policy development and issues, either individually or by managing a team. This position plans, organizes and manages programs and priorities relative to water and natural resources for the County, and serves as a member of the department's management team.

#### SUPERVISION AND RECEIVED AND EXERCISED

- Supervision is provided by the Director of Resource Management.
- Employees in this class may provide supervision and/or guidance to staff assigned to projects on water and natural resources related matters.

**ESSENTIAL DUTIES** - This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

Manages and coordinates water and natural resource policy related issues within the Department of Resource Management and Countywide as assigned; assists the department head in development of water and natural resources policy recommendations.

May supervise and/or oversee the work of professionals within the Department of Resource Management assigned to accomplish specific water and natural resource policy related work tasks or projects; may coordinate and oversee work teams assigned to address water and natural resources issues, including staff from other departments or organizations; assigns and reviews work activities, responds to employee concerns; maintains work standards; may provide performance evaluations and evaluation outcomes.

Coordinates and works closely with staff and policy makers in the County organization on water and natural resource issues.

Coordinate and work closely with staff and policy makers from regional organizations such as the Delta County Coalition (DCC), the Delta Conservancy and the Delta Protection Commission (DPC).

Closely monitors Federal and State legislative matters as they pertain to water and natural resource issues and works closely with staff of Federal and State legislative members.

May be required to work directly with Board members in support of their work on assigned Committees focused on water and natural resource matters.

Prepares complex reports and makes presentations to the Board of Supervisors and other elected or appointed legislative bodies.

Analyzes complex environmental and technical reports on water and natural resource matters such as the Central Valley Flood Protection Plan, proposals to change water conveyance in the Delta, or proposals relating to sustainable groundwater management.

Will work closely with technical experts such as flood control or water quality engineers and water law attorneys.

Develops work programs for various projects including implementation and reporting.

Prepares and monitors the annual budget as it pertains to water and natural resources; monitors expenditures and offers recommendations and solutions to the department head; may apply for grant or other specialized funding.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statues, laws as they pertain to water and natural resources; makes recommendations for the implementation of changes; read and interprets professional literature; attends training programs and workshops and seminars as appropriate.

Perform related administrative tasks, makes presentation to various public groups and conducts staff meetings as needed.

### **EDUCATION AND EXPERIENCE:**

**Education:** A Bachelor's degree is required from an accredited college or university in urban planning, or environmental sciences, or water resources, or natural resources, or civil engineering, or geology, or hydrogeology, or any other related field. A Master's degree may be substituted for one year of experience.

**Experience:** Six (6) years of experience in providing oversight in water resource planning, water policy development, natural resource planning, long range planning and environmental review process, water quality or water remediation protection or planning, or water supply protection or planning, or any other related fields, or any combination thereof, and two years of lead or supervisory experience in any field.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Basic elements of: Water law in California, environmental review process including CEQA and NEPA, civil engineering/hydro geologic practices relating to surface water and groundwater, hydrology, and resource management planning.
- County government and other governmental agencies involved in the planning process, water law and policy implementation, and natural resources.
- Public administration including budgeting, program planning/evaluation. Methods and procedures of public hearing; staff role to public bodies.
- Working knowledge of office computer applications.

#### **Skill and Ability to:**

- Plan, organize and direct policy development.
- Understand, interpret and explain laws, regulations and policies governing the

environment, natural resources and water law.

- Develop and implement operational and administrative procedures relating to assigned division. Identify and analyze administrative problems and implement operational changes.
- Communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds and temperaments.
- Establish and maintain cooperative working relationships.
- Determine the appropriate course of action in emergency or stressful situations.
- Understand program objectives in relation to departmental goals and procedures; establish, identify needs or evaluate program effectiveness.
- Prepare budgets, funding proposals and narrative and statistical reports.
- Comply with laws, regulations and professional practices governing land use planning, water, and natural resources.
- Oversee the work of others engaged in water and natural resource activities; effectively delegate responsibility to others; secure cooperation and teamwork among professional and/or support staff; and investigate and evaluate levels of achievement.
- Formulate, promote and implement a variety of water and natural resource policy programs.
- Understand and analyze expenditure reports.
- Deal firmly and fairly with clients of various socio-economic backgrounds and temperaments.
- Maintain accurate records and document actions taken.
- Interpret political and administrative direction and incorporate it into operational policy and procedure.
- Comprehend and analyze complex information and present findings in readily understandable manner.
- Maintain confidentiality of information.
- Organize and prioritize work assignments.
- Make routine arithmetical calculations.
- Research regulations, procedures and/or technical reference materials relating to water and natural resources.

### **PHYSICAL REQUIREMENTS:**

**Mobility and Dexterity:** This class typically requires employees to perform the following: stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.

**Lifting, Carrying, Pushing and Pulling -- Light Work:** Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**Vision:** This class typically requires employees to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. This class requires employees to have depth perception in order to operate a motor vehicle.

**Hearing/Talking:** This class typically requires employees to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Employees in this class are also required to be able to

communicate to express or exchange ideas.

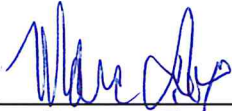
**WORKING CONDITIONS:**

- Office Work: Employees in this class will most often be working in an office setting.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Environmental- may exposed to environmental conditions and construction site hazards, work in remote locations or at job sites, to investigate water issues

**OTHER REQUIREMENTS:**

- Possession of a valid California Class C driver's license is required upon date of hire.
- Background Checks: The County will conduct a background check and a reference check on candidates prior to appointment to a position within this class.
- Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, and to attend meetings with state, Federal and/or business organization and work outside normal business hours.
- Incumbents must as a condition of employment comply with Section 81000 et seq the California Government Code relating to conflict of interest reporting.

**CLASS HISTORY AND CLASS INFORMATION:**



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Director of Human Resources

- Date Approved by the Director of Human Resources: 11/24/2015
- Date Class Title Added to the Alpha Listing of Classes & Salaries: 11/24/2015
- Class Code: 157100