

WATER AGENCY  
GENERAL MANAGER

Definition

Subject to determination of policy by the Board of Directors and the County Administrator, plans, organizes, directs and coordinates all activities and functions of the Sonoma County Water Agency in relation to the management and conservation of water resources and reclamation; and performs related duties as required.

Distinguishing Characteristics

The Water Agency General Manager is the principal administrative person in overall charge of the Sonoma County Water Agency. The incumbent is in a position of trust and confidence and serves as the Agency head and appointing authority for all employees in the Sonoma County Water Agency. The Water Agency General Manager provides advice and consultation on all matters related to the requirements of the Agency and in all matters relating water, sanitation, recycling, conservation, environmental affairs and flood control.

Typical Duties

Provides leadership and administrative policy direction; coordinates administration of all Agency divisions; evaluates performance of subordinate managers; conducts meetings and conferences with Agency staff; advises the Board of Supervisors regularly of water, wastewater, flood control and conservation issues.

Directs the research, analysis and formulation of the Agency budget; determines departmental budget priorities; prepares and justifies program and budget recommendations to the County Administrator and the Board of Supervisors; ensures that budget expenditures are properly controlled.

Establishes and evaluates monitoring and evaluation systems; establishes measurable standards for reviewing the success of the plan and the new water, wastewater and flood control systems and services.

Interviews and selects top management staff; reviews and approves staff training programs; recommends changes in position classification consistent with organizational structure; evaluates the performance of subordinate managers; approves or disapproves merit salary increases; adjusts employee grievances within limits of delegated authority, has authority to hire and discharge in the Water Agency; delegates authority and holds subordinate managers accountable for the efficient administration of their divisions or sections.

Develops a program to monitor and manage stream flows in the Russian River and consideration for all beneficial uses; ensures future water planning and modeling of water availability and usage for resource management purposes.

Negotiates contracts with other agencies for intake, treatment, storage, transmission, and resale of water.

Directs and coordinates preparation of rate schedules for the resale of water delivered to other agencies and customers; directs and coordinates preparation of rate schedules for the collection, treatment, storage and disposal of waste water, and the reuse of reclaimed water for customers served by the Agency.

Directs and coordinates the preparation and administration of the Agency budget; reviews and evaluates current programs, anticipates future needs, and formulates long-range goals of the Agency.

Consults with legal counsel concerning matters of litigation, contracts and Agency operations; monitors legislation on the state, federal and local level; directs and coordinates changes required by new legislation.

Plans and directs the selection, training, assignment, supervision, and evaluation of employees; plans and directs Agency employees in areas of financial and program management.

Coordinates planning and other activities of the Agency with those of other public agencies and various county departments.

Coordinates preparation and release to the media of information related to the programs and services of the Water Agency.

Advises the Board of Supervisors and the County Administrator of any changes in state laws or regulations that will have an impact on the delivery of water, wastewater, flood control and reclamation services; provides the Board of Supervisors and the County Administrator with specific plans, costs and recommendations needed to meet legal requirements.

Confers and advises with citizen groups, advisory bodies and others concerned with Agency programs and activities; represents the Agency and speaks before public bodies, groups, organizations and the public on matters pertaining to Agency programs and activities; and attends conferences and seminars to keep informed of new developments and technologies.

Directs the preparation of a wide variety of plans and reports, and maintenance of Agency records and documents.

Establishes and maintains effective communication and working relationships with related County departments and key officials of state, federal and local agencies.

### Knowledge and Ability

**Extensive knowledge of:** the principles and practices of water, wastewater and water resources management and administration; the political attitudes and concerns surrounding water and wastewater conservation, control and utilization.

**Thorough knowledge of:** laws, regulations and legal opinions relating to water rights, water supply and transmission activities, water quality, environmental activities, waste water and water reuse activities, and flood and drainage control activities; economics and infrastructure financing of domestic water supply and transmission systems, sanitation systems, reclamation, and flood control systems; the principles and practices of public works administration and organization including personnel and fiscal management; and working knowledge of budgetary practices and procedures; English syntax and grammar.

**Ability to:** plan, organize, and coordinate the activities of an agency with diverse major ongoing program responsibilities; establish and maintain harmonious working relationships with subordinates, representatives of other county departments, public agencies, private contractors, engineers, architects, and the general public; plan, organize, and coordinate the activities of a large department of highly specialized professional and technical employees; interpret, explain, and apply applicable laws, rules, regulations, ordinances, and federal, state and local legislation; prepare and direct the preparation of simple, concise comprehensive written reports and oral presentations containing alternate solutions and recommendations regarding specific resources, plans and policies; provide effective leadership in the development of new or improved procedures and policies; ability to evaluate departmental policies and procedures; define problem areas, and direct the implementation of policy decisions and practices to improve department operations; and ability to exercise initiative, ingenuity, and sound judgment in solving difficult administrative, economic, technical, and personnel problems; serve as technical advisor to public officials, boards, and the general public on water resources, sanitation, and flood control matters; analyze and review staff reports and recommendations, and to give constructive criticism; effectively interview, select, train, supervise and evaluate subordinate managers; supervise and control the expenditure of funds and resources for the Agency.

### Minimum Qualifications

**Education:** Any combination of education and training which would provide the opportunity to acquire the knowledge and abilities listed. Normally, graduation from an accredited college or university with a bachelor's degree in public administration, business administration, engineering, environmental studies, geography, economics, physical and biological sciences, or a closely related field. A bachelor's degree in civil engineering is desirable.

**Experience:** Extensive administrative and management experience, which would provide an opportunity to acquire the knowledge and abilities listed. Normally, six years of professional management experience in a large public agency including water, wastewater, city or county government.

Responsibility for the development and implementation of complex public works/utility projects, programs, goals, policies, and strategies, is highly desired.

**License:** Possession of a valid certification of registration as a Professional Engineer issued by the State Board of Registration for Civil and Professional Engineers is desirable.

Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

WATER AGENCY  
CHIEF ENGINEER

Definition

Under administrative direction of the General Manager, plans, organizes, directs and coordinates the activities and functions of all the professional and technical engineering staff of the Sonoma County Water Agency, including Engineering and Resource Planning and Operations and Maintenance; and performs related duties as required.

Distinguishing Characteristics

The Chief Engineer has the overall responsibility of assigned program areas of the Sonoma County Water Agency. The incumbent is professionally responsible for the engineering activities of the Water Agency, and reviews and approves all plans and specifications for engineered works and all reports requiring professional engineering judgment. The incumbent in this single position class uses considerable independent judgment and discretion in program administration and management, including the prioritization and coordination of Agency mandates, goals, and objectives. Administrative direction is provided by the General Manager through conferences, meetings and written communication. The incumbent may act for the Water Agency General Manager during periods of absence.

Typical Duties

Plans, organizes, directs, and coordinates the professional and technical engineering activities, of the Sonoma County Water Agency.

In consultation with the Water Agency General Manager formulate long-range goals of the Water Agency and in developing plans for accomplishing these goals; develops policies and procedures to carry out the plans which have been developed; assists in the preparation of the departmental budget; reviews and evaluates programs and anticipates future needs.

Provides direction and supervision to subordinate management and professional staff in areas of engineering, maintenance and operations finance management; supervises and directs subordinate staff in areas of personnel management including selection, evaluation, promotion, assignment, disciplinary action, and training of employees.

Coordinates Engineering, Resource Planning, Operations and Maintenance activities with those of other governmental agencies, the County, public utilities, contractors, and private organizations.

Directs the design and construction of systems and facilities for the intake, storage and transmission of domestic water supplies; directs the design and construction of flood

control and drainage facilities; directs the development and implementation of a program for the identification of groundwater sources, yields and retention potential; directs the review and evaluation of land development projects for consistency with adopted drainage, flood hazard and erosion control standards; directs the acquisition of lands, right-of-way, easements, licenses and permits.

Directs the preparation of environmental impact assessments and reports; directs and coordinates the Agency's water conservation and reclamation program.

Directs the preparation of drainage master plans; directs the Agency's water modeling and long-range needs assessment.

Confers and advises with citizen groups, advisory bodies and others concerned with Agency programs and activities; represents the Agency and speaks before public bodies, groups, organizations and the public on matters pertaining to Agency programs and activities; and attends conferences and seminars to keep informed of new developments and technologies.

Discusses and explains Agency plans, programs, and projects at public and community meetings, legislative and administrative hearings, and related functions; attends conferences and seminars to keep informed of new developments.

Reviews and approves a variety of plans, reports, and correspondence; maintains Agency records and documents.

Consults with legal counsel concerning contracts and Agency operations; monitors legislation on the state, federal, and local level; recommends changes required by new legislation.

May act for the Water Agency General Manager during periods of absence.

#### Knowledge and Abilities

**Extensive knowledge of:** planning, design, and construction of large-scale public works projects and state and federal laws relative to the planning and development of public works projects; the principles, practices, and techniques of civil engineering in large water, sanitation and flood control programs; state and federal laws relative to the operation of public works projects;

**Thorough knowledge of:** principles and practices of personnel and fiscal administration, including the budgetary process; principles of supervision, staff development, and training; principles and practices of contract negotiation and administration; economic research and feasibility as it relates to public works projects.

**Considerable knowledge of:** English syntax and grammar.

**Ability to:** plan, organize, and direct the activities of a large staff of highly specialized professional, technical, maintenance, operational, and clerical personnel; establish and maintain harmonious working relationships with coworkers, subordinates, representatives of other governmental agencies, County of Sonoma, private contractors, private organizations, consulting engineers and architects, and the general public; prepare and implement administrative and fiscal policies and controls; manage multiple program activities with other Water Agency functions, County of Sonoma, and other public entities; determine organizational needs and functional changes in order to improve efficiency and effectiveness; provide effective leadership in the development of new or improved procedures; analyze and review staff effectively; assemble, organize, and present, in written and/or oral form, reports containing alternative solutions and recommendations regarding specific resources, plans, and policies; and speak before groups regarding department plans, projects, and functions.

#### Working Conditions

Duties require, sitting, standing, walking on level and slippery surfaces, reaching, kneeling, bending and stooping in the performance of daily duties. The duties also occasionally require near and far vision and night vision while making visual inspections of the treatment process and work completed or underway on equipment or construction projects. Occasionally in assisting members of staff, the incumbent may need to lift, carry, and push motors, pipes, valves, fittings, pumps, and other equipment and supplies weighing 40 lbs. or more. Additionally, the incumbent may, while supervising subordinates or inspecting facilities, be subjected to all weather conditions including wet, hot, and cold. Supervision of work may expose the incumbent to lubrication ingredients and fumes, dust, and air contaminants, which may cause eye and skin irritation. The nature of work being supervised and inspected requires the incumbent to be exposed to raw and treated sewage, climb ladders and walk on scaffolds, work around traffic, and ride personnel lifts at height; to enter confined spaces; and stairwells, reach above the shoulder, twist and turn, kneel, bend, lift, stoop. Carrying objects over 40 lbs. may be required when making site inspections or assisting staff in moving equipment and supplies. The use of an acute sense of smell may occasionally be necessary to respond to and investigate an odor complaint.

#### Minimum Qualifications

**Education:** Academic course work, which directly relates to the knowledge and abilities listed. Normally, a college degree in civil, mechanical, chemical, agricultural, industrial, electrical, metallurgical, or petroleum engineering and extensive course work in water, waste water, and natural resources planning and development.

**Experience:** Extensive professional experience, which would provide an opportunity to acquire the knowledge and abilities listed. Normally, five years of professional engineering experience, including three years in a management or supervisory capacity in a public works or water agency would provide the opportunity to acquire the required knowledge and abilities.

**License:** Possession of a valid certificate of registration as a Civil Engineer issued by the State of California Board of Registration for Professional Engineers and Land Surveyors is required.

Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

WATER AGENCY  
ASSISTANT GENERAL MANAGER

Definition

Under administrative direction of the General Manager, plans, organizes, and coordinates agency operations and services in the Administrative Services, Environmental Service and Public Affairs divisions; represents and acts on behalf of the General Manager in communication to subordinate managers and others during periods of absence or as otherwise assigned; and performs related duties as required.

Distinguishing Characteristics

This single position class is characterized by the responsibility to assist the General Manager in the overall management of activities related to the Agency's core functions of water delivery, wastewater management, flood protection, and environmental sustainability through subordinate managers and staff. Coordinates program activities with the Water Agency Chief Engineer.

The incumbent of this class exercises considerable discretion and independent judgment in the coordination and prioritization of duties and responsibilities assigned to subordinate managers. Administrative direction is provided by the General Manager and by the Agency's Board of Directors through conferences, meetings, and written communication.

Typical Duties

*Typical duties may include, but are not limited to, the following:*

Assists the General Manager in managing and directing non-engineering and operational activities of the Agency; develops, plans, and implements goals and objectives consistent with the Agency's mission, vision, strategic plan and key performance measures; utilizes performance planning techniques to identify, establish, achieve, and measure progress towards meeting these goals and objectives.

Directly or through subordinate managers, supervises agency staff; establishes performance standards and evaluates performance; reviews performance evaluations and disciplinary recommendations made by subordinate managers; and ensures that safe working conditions are maintained.

Prepares and recommends agency policies and procedures to the General Manager; reports on the effectiveness of established policies and procedures, and recommends improvements and revisions.

Develops and installs management improvement programs and practices in the agency, including California Award for Performance Excellence (CAPE).

Directly oversees the operations of the Administrative Services Division, the Environmental Services Division and Public Affairs; ensures that the Agency complies with changing environmental requirements.

Attends management staff meetings to guide staff on projects, programs, and initiatives; confers with Agency staff regarding the implementation of capital improvement plans or other planned projects, and in reviewing the status progress of projects.

Analyzes departmental and divisional work programs; conducts studies of systems and procedures; evaluates divisional and departmental policies and rules and formulates improvements; develops and adapts work methods to meet changing needs and to simplify procedures.

Represents the Agency at meetings and hearings of the Board of Directors, District Boards, and other groups or agencies; and participates in public hearings in order to present the Agency's position, provide information and clarification, and receive input from interested parties.

May conduct negotiations with individuals, corporations and other government agencies regarding permits, environmental impact reports, and inter-agency agreements.

Assists in the procurement of funding from Federal or State funding sources through development of reports and presentations before boards or commissions.

Coordinates with legal counsel regarding environmental and permitting laws, contracts, personnel, and other high-level policy issues.

#### Knowledge and Ability

**Thorough knowledge of:** modern principles, practices, and methods of public administration and general management; principles and practices of environmental management in relating to water, wastewater and flood control activities; principles and practices of supervision and performance management; principles and practices of budget and fiscal management; principles of organization and management applicable to local government; principles and methods of effective communication, facilitation, and teambuilding; and principles, practices, and methods of project management.

**Considerable knowledge of:** utility operations and maintenance; County government; Federal, State, and local agencies which must coordinate work with Agency; environmental regulations; citizen and public interest groups dealing with environmental matters; design, location, construction and maintenance of public works, water resources, enhancement, and other public projects.

**Ability to:** Make good decisions; exercise independent judgment; analyze administrative problems and a variety of programs, systems, and procedures; develop goals, objectives, and performance measures consistent with Agency mission, vision, and strategic plans; plan, organize, coordinate, supervise, guide, motivate, and evaluate professional and technical employees; communicate with others at all levels; deal tactfully, convincingly, and effectively with department personnel, government officials, representatives of interest groups, and the general public; effectively assemble, organize, and present in written and oral form reports containing alternative solutions and recommendations; and balance resource and conservation needs with Agency goals of providing water, sanitation, and flood control services.

#### Working Conditions

Duties require sitting, standing, squatting, stooping, and walking on level surfaces in performance of daily activities. The position requires grasping, repetitive hand movement, and fine coordination in using a computer keyboard. Incumbent may be required to drive vehicles, walk on uneven surfaces and be subjected to dust, pollen and poison oak while making site visits. The need to climb stairs, push and lift weights up to 25 pounds may be required when using office equipment, lifting report binders, plans and boxes of reports. The incumbent attends meetings, works with interruptions, and answers questions while meeting critical schedules and multiple deadlines.

#### Minimum Qualifications

**Education:** Any combination of education and training which would provide the opportunity to acquire the knowledge and abilities listed. Normally, graduation from an accredited college or university with a bachelor's degree in public administration, business administration, environmental studies, geography, economics, engineering, physical and biological sciences, or a closely related field.

**Experience:** Any combination of experience that would provide an opportunity to acquire the knowledge and abilities listed. Normally, five years of senior-level administrative and supervisory experience, which included responsibility for the development and implementation of complex public works/utility projects, programs, goals, policies, and strategies would provide such opportunity.

**License:** Possession of a valid certification of registration as a Professional Engineer issued by the State Board of Registration for Civil and Professional Engineers is desirable.

Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

WATER AGENCY  
DEPUTY CHIEF ENGINEER

Definition

Under general direction of the Water Agency Chief Engineer, assists in the planning, organizing, directing, and coordination the activities and functions of professional and technical staff of the Sonoma County Water Agency in one or more of the functional units: Maintenance, Operations and Permit Compliance, and Engineering and Resource Planning; and performs related duties as required.

Distinguishing Characteristics

The Water Agency Deputy Chief Engineer has day-to-day responsibility for the management and operation of one of the functional units listed above. Incumbents may be called upon to perform duties from any of the functional units, and may be reassigned between functional units to best serve the Agency's needs. An incumbent in this class uses considerable independent judgment and discretion in staff supervision and delegated administration and management, including the prioritization and coordination of Agency mandates, goals, and objectives. General direction is provided by the Water Agency Chief Engineer through conferences, meetings and written communication. The incumbent may act for the Water Agency Chief Engineer during periods of absence.

Typical Duties

Assists in formulating long-range goals of the Water Agency and in developing plans for accomplishing these goals; develops policies and procedures to carry out the plans which have been developed; assists in the preparation of the departmental budget; reviews and evaluates programs and anticipates future needs.

Provides direction and supervision to subordinate staff in areas of financial and program management; supervises and directs subordinate staff in areas of personnel management including selection, evaluation, promotion, assignment, disciplinary action, and training of employees.

Coordinates the activities of the assigned sections with those of other governmental agencies, the County, public utilities, contractors, and private organizations.

Discusses and explains Agency plans, programs, and projects at public and community meetings, legislative and administrative hearings, and related functions; attends conferences and seminars to keep informed of new developments.

Reviews and assists in the preparation of a variety of plans, reports, and correspondence; maintains Agency records and documents.

May serve as a member of various committees as directed.

Consults with legal counsel concerning contracts and Agency operations; monitors legislation on the state, federal, and local level; recommends changes required by new legislation.

May act for the Water Agency Chief Engineer during periods of absence.

Additionally, the incumbent will have responsibility for the applicable duties of one of the functional units listed below:

Engineering and Resource Planning:

Plans, organizes, directs, and coordinates the Engineering and Resource Planning section of the Sonoma County Water Agency.

Directs the planning, design, and construction of systems and facilities for the intake, treatment, storage, and transmission of domestic water supplies; directs the planning, design, and construction of flood control and drainage facilities; directs the planning, design, and construction of systems and facilities for the collection, treatment, storage, and disposal of wastewater and the reuse of recycled water; directs the planning, design, and construction of new water supply sources, including groundwater, conservation, reclamation, and other conventional supply sources.

Directs the review and evaluation of land development projects for consistency with adopted drainage, flood hazard, and erosion control standards; and directs the review and evaluation of land development projects for consistency with adopted sanitation standards.

Maintenance:

Plans, organizes, directs, and coordinates the maintenance oriented sections within the Sonoma County Water Agency.

Directs the maintenance of systems and facilities for the intake, treatment, storage, and transmission of domestic water supplies; directs the maintenance of flood control and drainage facilities; directs the maintenance of systems and facilities for the collection, treatment, storage, and disposal of wastewater and the reuse of reclaimed water; directs the reviews plans for maintenance of new water supply transmission facilities, flood control facilities and wastewater facilities.

Operations and Permit Compliance:

Plans, organizes, directs, and coordinates the Operations and Permit Compliance section of the Sonoma County Water Agency.

Directs the operation of systems and facilities for the intake, treatment, storage, and transmission of domestic water supplies; directs the operation of systems and facilities for the collection, treatment, storage, and disposal of wastewater and the reuse of reclaimed

water; reviews plans for the operation of new water supply and transmission facilities and wastewater facilities.

Directs the Agency's compliance with federal, state and local water quality related regulations and prepares action plans to ensure the Agency is in full compliance with those regulations. Directs negotiations of regulatory permits, related to operations of the Water Agency's water supply and wastewater facilities.

#### Knowledge and Abilities

**Extensive knowledge of:** the principles, practices, and techniques of civil engineering in large water, sanitation and flood control programs.

**Thorough knowledge of:** principles and practices of personnel and fiscal administration, including the budgetary process; principles of supervision, staff development, and training; principles and practices of contract negotiation and administration; economic research and feasibility as it relates to public works projects.

**Considerable knowledge of:** English syntax and grammar.

**Ability to:** plan, organize, and direct the activities of a large staff of highly specialized professional, technical, maintenance, operational, and clerical personnel; establish and maintain harmonious working relationships with coworkers, subordinates, representatives of other governmental agencies, County of Sonoma, private contractors, private organizations, consulting engineers and architects, and the general public; prepare and implement administrative and fiscal policies and controls; coordinate divisional program activities with other Water Agency sections, County of Sonoma, and other public entities; determine organizational needs and functional changes in order to improve efficiency and effectiveness; provide effective leadership in the development of new or improved procedures; analyze and review staff effectively; assemble, organize, and present, in written and/or oral form, reports containing alternative solutions and recommendations regarding specific resources, plans, and policies; and speak before groups regarding department plans, projects, and functions.

Further, the incumbent must possess additional knowledge, according to job assignment, identified below:

#### **Engineering and Resource Planning:**

**Extensive knowledge of:** planning, design, and construction of large-scale public works projects and state and federal laws relative to the planning and development of public works projects.

#### **Operations and Permit Compliance:**

**Extensive knowledge of:** operation of large-scale public works projects and state and federal laws relative to the operation of public works projects.

**Maintenance:**

**Extensive knowledge of:** maintenance of large-scale public works projects and state and federal laws relative to the maintenance of public works projects.

**Working Conditions**

Duties require, sitting, standing, walking on level and slippery surfaces, reaching, kneeling, bending and stooping in the performance of daily duties. The duties also occasionally require near and far vision and night vision while making visual inspections of the treatment process and work completed or underway on equipment or construction projects. Occasionally in assisting members of staff, the incumbent may need to lift, carry, and push motors, pipes, valves, fittings, pumps, and other equipment and supplies weighing 40 lbs. or more. Additionally, the incumbent may, while supervising subordinates or inspecting facilities, be subjected to all weather conditions including wet, hot, and cold. Supervision of work may expose the incumbent to lubrication ingredients and fumes, dust, and air contaminants, which may cause eye and skin irritation. The nature of work being supervised and inspected requires the incumbent to be exposed to raw and treated sewage, climb ladders and walk on scaffolds, work around traffic, and ride personnel lifts at height; to enter confined spaces; and stairwells, reach above the shoulder, twist and turn, kneel, bend, lift, stoop. Carrying objects over 40 lbs. may be required when making site inspections or assisting staff in moving equipment and supplies. The use of an acute sense of smell may occasionally be necessary to respond to and investigate an odor complaint.

**Minimum Qualifications**

**Education:** Academic course work, which directly relates to the knowledge and abilities listed. Normally, a college degree in civil, mechanical, chemical, agricultural, industrial, electrical, metallurgical, or petroleum engineering and extensive course work in water, waste water, and natural resources planning and development.

**Experience:** Extensive professional experience, which would provide an opportunity to acquire the knowledge and abilities listed. Normally, four years of full-time, professional engineering experience including at least two years in an administrative or supervisory capacity, would provide such opportunity.

**License:** Possession of a valid certificate of registration as a Civil Engineer issued by the State of California Board of Registration for Professional Engineers and Land Surveyors is required.

Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

WATER AGENCY  
DIVISION MANAGER – ENVIRONMENTAL RESOURCES

Definition

Under general direction of the Water Agency Assistant General Manager, plans, organizes, directs, and coordinates the work of the Environmental Resources division of the Sonoma County Water Agency; manages and reviews the duties of professional and technical personnel engaged in performing environmental review, water conservation, fisheries/wildlife enhancement and wetlands activities; coordinates the work of the division with other divisions of the Agency, County departments, Federal, State, and local agencies and boards; recommends and implements changes, policies and procedures; and performs related duties as required.

Distinguishing Characteristics

This single position class serves as a division manager with responsibility for directing managers and their subordinates in activities involved with environmental review; design and implementation of restoration, monitoring, and habitat assessment projects and programs as required by federal, state and local laws and ordinances, and water conservation. The incumbent of this class exercises considerable discretion and independent judgment in the prioritization and coordination of the division's mandates, goals and objectives. General direction is provided by the Assistant General Manager through conferences, meetings and written communication.

Essential Duties

Plans, organizes, directs and manages the activities of the Environmental Resources division of the Sonoma County Water Agency; establishes section performance goals and objectives; and manages work assignments to meet critical deadlines.

Interviews applicants, makes recommendations for their employment and assures their training; evaluates the performance of subordinates and makes appropriate recommendations; and ensures that safe working conditions are maintained.

Prepares and recommends division policies and procedures to the General Manager/Chief Engineer; reports on the effectiveness of established policies and procedures, and recommends improvements and revisions; attends management staff meetings to advise on the progress of projects, programs and studies.

Develops and installs management improvements and practices in the division; makes recommendations on procedures, forms, work flow, and equipment use; prepares and/or supervises the preparation of procedure manuals and organization and work flow charts.

Manages the preparation of and reviews narrative and statistical reports on a variety of administrative management and environmental review issues in the department; may serve as Agency representative in connection with statutory requirements for notice, publication and other official actions of the Agency; may sign Notices of Exemption, Notices of Preparation, Initial Study Determinations, Notices of Determination, and other related notices under CEQA and NEPA in the absence of the General Manager/Chief Engineer.

Arranges for the preparation of and reviews required environmental reports for public, District, and Agency projects, including Notices of Exemption, Initial Studies, Negative Declarations, Environmental Impact Reports, Environmental Assessments, Environmental Impact Statements, and Biological Assessments.

Oversees the preparation of Requests for Proposal for environmental documents, permits, and special studies; and manages consultant contracts for environmental and special studies for projects.

Confers with Agency staff regarding the capital improvement plan, or other planned projects, in scheduling and reviewing status of environmental documents and permit processing for projects.

Oversees the preparation, justification and administration of the division budget.

Analyzes departmental and divisional work programs; conducts studies of systems and procedures; evaluates divisional and departmental policies and rules, and formulates improvements; develops and adapts work methods to meet changing needs and to simplify procedures.

Represents the Agency at hearings of the Board of Directors, District Boards, City and County Planning Commissions, City Councils, Water Advisory Committee and other groups or agencies.

Where appropriate, conducts negotiations with individuals, corporations and/or other government agencies regarding permit conditions, environmental impact reports and inter-agency agreements; conducts and participates in public hearings in order to present the Agency's position, provide information and clarification, and receive input from interested parties.

Assists in the procurement of funding from Federal or State funding sources through development of reports and presentations before boards or commissions.

Represents the Agency on various technical and advisory committees.

Coordinates with legal counsel regarding environmental and permitting laws, scope and content of impact analysis, and level of environmental documentation and methods to achieve permit compliance.

Oversees the preparation and may prepare and/or review resolutions and agenda material for Board of Director's approval.

Conducts meetings of both professional and technical personnel to discuss problems or changes in policies and procedures.

May represent the Agency in other organizations' meetings or at public gatherings; acts as liaison to other agency or county division and departments; prepares requested administrative reports and associated correspondence.

### Knowledge and Abilities

**Thorough knowledge of:** principles, methods and techniques of resource conservation and environmental planning; Federal, State and local laws, regulations, current programs and court decisions pertaining to environmental permits, environmental impact analysis, species and habitat protection, and water conservation; principles and practices of habitat restoration; research and impact assessment methodologies, and of standard statistical methods and procedures as they apply to the use of environmental and water use data; principles of supervision; management and leadership styles and techniques designed to train, supervise, motivate and lead a group of employees, which includes understanding employee behavior and performance standards; interviewing techniques; use of personal computers and appropriate software applications.

**Considerable knowledge of:** County government, Federal, State, and local agencies which must coordinate work with Agency; citizen and public interest groups dealing with environmental matters; and environmental considerations in the design, location, construction and maintenance of public works, water resources, enhancement, and other public projects.

**Ability to:** determine work priorities and effectively coordinate and schedule the necessary personnel and other resources; deal tactfully, convincingly and effectively with department personnel, government officials, representatives of specific interest groups, and the general public; ensure that stringent deadlines are met; effectively assemble, organize and present in written and/or oral form, reports containing alternative solutions and recommendations regarding specific resources, plans and policies pertaining to resources planning and conservation; plan, organize, coordinate, supervise, train, motivate and evaluate professional and technical employees engaged in environmental impact analysis, water conservation, habitat conservation and enhancement, permit compliance, and fisheries/wildlife services activities; balance resource and conservation needs with Agency goals of providing water, sanitation and flood control services; establish and maintain effective working relationships with Agency employees, Board of Directors, Planning Commissions, City Councils, District Boards, Water Advisory Committee, environmental permitting agencies, public agencies and the general public to facilitate understanding and mutual cooperation; determine appropriate research methodology for project studies and insure that analysis is complete and accurate; supervise the preparation of, or perform difficult, complex and specialized resource

studies and projects; speak effectively before diverse groups and audiences; effectively synthesize data into final format; prepare clear and concise written reports and presentations; analyze administrative problems and a variety of programs, systems and procedures.

#### Working Conditions

Duties require sitting, standing, squatting, stooping, and walking on level surfaces in performance of daily activities. The position requires grasping, repetitive hand movement, and fine coordination in preparing reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, reports, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person. Incumbent may be required to drive vehicles, walk on uneven surfaces and be subjected to dust, pollen and poison oak while making site visits. The need to climb stairs, push and/or lift weights up to 25 pounds may be required when using office equipment, lifting report binders, plans and/or boxes of specifications and reports. The incumbent attends meetings, works with interruptions, and answers questions while meeting critical schedules and multiple deadlines.

#### Minimum Qualifications

**Education:** Any combination of course work and training that would provide an opportunity to acquire the knowledge and abilities listed. Normally, such course work would include the equivalent of a four-year college or university degree in environmental law, environmental studies, geography, economics, technical writing, physical and biological sciences, physical-biological-social and human environmental relationships, or a closely related field.

**Experience:** Any combination of experience that would provide the opportunity to acquire the knowledge and abilities listed. Normally, four years of resource planning and environmental analysis experience with complex public works projects/programs, involving project leadership and preparation of environmental reports, and including two years of experience in an administrative or supervisory capacity, would provide such opportunity.

#### Other Requirements

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

WATER AGENCY  
DIVISION MANAGER - ADMINISTRATIVE SERVICES

Definition

Under general direction of the Water Agency Assistant General Manager, plans, organizes, directs, and coordinates the work of the Administrative Services division of the Sonoma County Water Agency; manages and reviews the duties of management, fiscal, technical and clerical personnel engaged in performing administrative and operational support activities; recommends and implements changes, policies and procedures; and performs related duties as required.

Distinguishing Characteristics

This single position class serves as a division manager with responsibility for directing managers and their subordinates in activities involved with fiscal and personnel administration, public information and education, Agency-wide safety program, worker's compensation program administration, grant writing and administration, training, and clerical support. The incumbent of this class exercises considerable discretion and independent judgment in the coordination and prioritization of duties and responsibilities assigned to the division. General direction is provided by the Water Agency Assistant General Manager through conferences, meetings and written communication.

Essential Duties

Plans, organizes, directs and manages the activities of the Administrative Services division of the Sonoma County Water Agency; establishes section performance goals and objectives; and manages work assignments to meet critical deadlines.

Interviews applicants, makes recommendations for their employment and assures their training; evaluates the performance of subordinates and makes appropriate recommendations; and ensures that safe working conditions are maintained.

Directs the preparation of the Agency's annual budget and supplementary budget appropriation requests and prepares supporting documentation; prepares rate packages and ordinances; represents the Agency in discussions of fiscal matters with staff of the County Administrator and the Auditor-Controller; monitors, forecasts and reports on expenditures, revenues and fund balance.

Manages and participates in analytical studies of organizational, budgetary, and administrative problems; recommends improvements in Agency methods and procedures.

Directs the Agency's personnel and payroll program and assists in the establishment and maintenance of Agency personnel policies and procedures in conformance with law and the direction of the General Manager/Chief Engineer.

Manages and participates in the recruitment and selection of personnel; assists division heads, managers and supervisors with personnel problems and the application and interpretation of personnel policies, procedures and applicable Memorandum of Understanding; coordinates disciplinary actions with County Personnel and County Counsel; supervises preparation and implementation of training programs for Agency personnel.

Develops and implements management improvements and practices in the Agency; makes recommendations on procedures, forms, work flow, and equipment use; prepares and/or supervises the preparation of operating manuals and organization and work flow charts.

Drafts and administers contracts for the preparation of personnel studies, public information and/or education programs, safety programs, training, compensation reports, etc.

Manages the preparation of and reviews narrative and statistical reports on a variety of administrative and management issues.

Directs the preparation of, prepares and/or reviews resolutions and agenda material for Agency Board of Director's approval.

Oversees the preparation, justification and administration of the division budget.

Assists with the preparation of the Capital Improvement Plan.

Manages the development and implementation of methods and procedures to inform the public of current and proposed programs and projects; directs efforts to obtain the participation of interested citizens and groups in program development.

Manages the development and delivery of educational programs in schools, fairs and other community locations; directs administration of a comprehensive Watershed Education for Conservation field study program and related activities.

Conducts meetings of both professional and technical personnel to discuss problems or changes in policies and procedures.

Manages the administration of the Agency's safety program and ensures compliance with applicable laws; coordinates administration of worker's compensation program with worker's compensation insurance carrier, medical provider, and employee.

Oversees the review of Federal and State grant programs; coordinates the preparation of grant applications and proposals to funding sources, manages grant administration, and ensures compliance with record keeping and reporting requirements.

May represent the Agency in other organizations' meetings or at public gatherings; acts as liaison to other agency or county divisions and departments including County Counsel, Personnel, Auditor-Controller, County Administrator, Risk Management, Employee Assistance Program, and Purchasing; prepares requested administrative reports and associated correspondence.

### Knowledge and Abilities

**Thorough knowledge of:** principles and practices relating to modern budget, cost accounting, and programs and systems of fiscal management; research methodology, report writing and basic statistics and their applications; public personnel administration; principles of supervision; management and leadership styles and techniques designed to train, supervise, motivate and lead a group of employees, which includes understanding employee behavior and performance standards; interviewing techniques; use of personal computers and appropriate software applications

**Considerable knowledge of:** basic principles, practices and procedures used in governmental accounting; electronic data processing equipment and of accounting methods and procedures associated with the use of such equipment; operations and functions of local government and water agency operations; written and oral communications, including language mechanics, syntax and English composition; modern office methods and procedures

**Ability to:** plan, organize and direct the activities of the Administrative Services division; analyze problems and draw logical conclusions; understand, interpret and apply rules, regulations and ordinances and federal, state and local legislation; establish and maintain effective working relationships with county management personnel, employees, and the public in carrying out sound management policies; perform data collection, interpretation and evaluation pertaining to administrative, fiscal and management matters; use principles of inductive and deductive reasoning to validate conclusions and recommendations; communicate verbal and written ideas clearly and logically; persuade, rationalize and project consequences of decisions and/or recommendations; analyze administrative problems, budgets and a variety of programs, systems and procedures; effectively supervise the work of professional, technical and clerical employees; and use a personal computer to do word processing and spreadsheets.

### Working Conditions

Duties require sitting, standing, squatting, stooping, and walking on level surfaces in performance of daily activities. The position requires grasping, repetitive hand movement, and fine coordination in preparing reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person. Incumbent may be required to drive vehicles, walk on uneven surfaces and be subjected to dust and pollen while making site visits. The need to climb stairs, push and/or lift weights up to 25 pounds may be required when using office equipment, lifting report binders, or moving other materials. The incumbent attends meetings, works with interruptions, and answers questions while meeting critical

schedules and multiple deadlines.

### Minimum Qualifications

**Education:** Any combination of course work and training that would provide an opportunity to acquire the knowledge and abilities listed. Normally, such course work would include the equivalent of a four-year college or university degree in business administration, public administration, management, economics, accounting, finance, statistics, personnel management, or a closely related field.

**Experience:** Any combination of experience that would provide the opportunity to acquire the knowledge and abilities listed. Normally, four years of progressively responsible experience in a professional, personnel, administrative, or fiscal staff position, including at least two years of experience supervising professional, administrative, or technical staff within a large and complex organization, would provide such opportunity.

### Other Requirements

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.