

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: GENERAL MANAGER WATER AGENCY
DEPARTMENT: WATER AGENCY
REPORTS TO: WATER AGENCY BOARD OF DIRECTORS

CLASS CODE: 2021
FLSA STATUS: E
DATE: 12/02

This classification is exempt from civil service

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under policy direction of the Water Agency Board of Directors, this position will serve as the General Manager of the Mendocino County Water Agency, responsible for planning, organizing, directing and coordinating all activities and functions of the Agency including the formulation of a Strategic Plan to address current and projected County concerns. The General Manager will act as the County's representative in the coordination of water resources to meet the General Plan and the implementation of its Water Resources Goals and Policies through complex facilitation and negotiation with local water districts. The General Manager will act as the advisor to the Mendocino County Water Agency Board regarding county water issues.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Coordinate and foster interagency efforts to explore, evaluate, and develop water resources. Meet with water agencies in the County and other water resource related organizations and municipalities to coordinate and facilitate the meeting of countywide goals and concerns.

Organize, direct and perform analysis regarding the development, preservation, restoration, enhancement and management of County water resources to meet current and future needs. Formulate and update the Water Agency Strategic Plan and long-range goals with an emphasis on water supply development (securing and developing new water resources) and protecting existing water sources and rights

Provide mechanism and process for planning future water supplies assuring both quantity and quality.

Negotiate purchase of water

Assist water districts throughout the County to apply for, establish and protect water rights

Secure and administer, as appropriate, mechanisms that will assure revenues adequate to fund local water needs (grants, benefit assessments, improvements districts, etc.).

Oversee the day-to-day operations of the Water Agency. Prepare the budget and supervise the staff

Develop and implement programs promoting water awareness and water conservation

Participate in the Russian River watershed process.

Collect and maintain information and documents concerning water rights including computerized databases to facilitate communication and coordination of effort.

Help protect groundwater quality and supply.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university preferably in a related field or in Public Administration, Business Administration, with five years experience dealing with water issues, including two years in an administrative or supervisory capacity; or,

Any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid State Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

State and federal environmental laws and regulations, particularly those relating to water resources and water quality.

Water rights, development of new water sources, and/or environmental or water quality issues.

Computers and their applications including spreadsheets, database, and word processing software.

Skill in:

Using tact, discretion, initiative and independent judgment within established administrative, environmental, fiscal and departmental guidelines.

Negotiating complex agreements and contracts with local, state, and federal agencies.

Facilitating or coordinating agencies/organizations with varied interests to meet goals.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

Ability to collect, evaluate, and interpret information and data.

Ability to collect, analyze and present financial and statistical data; and to prepare and review comprehensive reports, manuals, memoranda, correspondence, and other documents or materials.

Ability to establish and maintain cooperative relationships with governmental agencies, various civic groups and organizations, and the general public.

Ability to exercise independent judgment and initiative in interpreting and establishing policies for the effective operation of the Agency.

While performing the essential functions of this job the employee is frequently required to sit, stand, walk, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to stand, and lift and/or move up to

30 pounds.

Working Conditions:

Work is primarily performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust, except on field assignments.

The incumbent's working conditions are typically moderately quiet.

file: GenMngr-WtrAgency

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.