

WATER RESOURCES DIRECTOR

DEFINITION

To plan, organize, direct, and manage the Department of Water Resources including Lakebed Management and Total Maximum Daily Load programs for Clear Lake and all activities of the Watershed Protection District, including levee operations and maintenance, National Flood Insurance Program, Community Rating System and stormwater management; to develop and implement Department of Water Resources ordinances and policies; to manage lands owned by the District; to perform and direct scientific projects related to water resource management in Lake County; to develop and administer the department budget; to direct the preparation of and prepare grant proposals and administer grants; to perform special assignments as directed by the Board of Supervisors; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a top-level management class series which has responsibility for managing and directing the Department of Water Resources, including the Lake County Watershed Protection District, Clear Lake, and Lakebed Management. The incumbent is responsible for providing high-level, complex scientific strategic leadership and guidance related to County water resource management. The incumbent in this key management position serves at the pleasure of his/her appointing authority.

REPORTS TO

County of Lake Board of Supervisors

CLASSIFICATIONS SUPERVISED

Water Resources Engineer; Water Resources Program Coordinator; Invasive Species Program Coordinator; Water Resources Technician; Accounting Technician, Senior; Office Assistant.

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

Plans, organizes, directs and manages the functions and activities of the Department of Water Resources; provides supervision, training, and work evaluation for assigned staff; provides administrative direction and oversight for department staff; develops and implements department goals, objectives, and priorities; provides scientific strategic leadership, advice and guidance on water resource management issues; formulates department procedures and policies; approves department claims, develops and administers the department budget; develops, establishes and administers policies and procedures related to the Department of Water Resources; interprets policies and regulations for the public; manages flood control, water conservation, groundwater management programs, and the County storm water program, ensuring that applicable federal, state and local laws rules and regulations are enforced; provides oversight for Clear Lake, lakebed, watershed, and adaptive management programs, ensuring that services are provided in accordance with federal and state laws, ordinances, rules and regulations; directs and performs field work when necessary, including but not limited to, water quality monitoring, streamflow measurements, restoration activities, etc; directs and performs limnological and biological surveys of lakes, ponds, reservoirs, streams, etc. employing analytical meters and equipment; conducts and/or directs research in watershed improvement, water conservation, ecosystem function, etc. through monitoring, modeling, etc.; uses geo-spatial technology to analyze watershed conditions in conjunction with local government GIS functions; tests and analyzes, or directs the testing and analyzing of data to determine the status of water chemistry, presence of aquatic plants, identification of unwanted bacteria, etc. develops recommendations to resolve water quality issues; serves as a consultant for the Board of Supervisors, the District Board of Directors, other County management staff, and other agencies regarding water conservation, flood control, and watershed management issues and programs; maintains current knowledge of legislation, practices, and case decisions impacting the Department of Water Resources; serves as a County

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

advocate on a variety of water resource related issues; directs, coordinates and conducts a variety of studies and monitoring, including the preparation and presentation of reports, regarding flood control, water conservation, water quality, watershed and lakebed management, and related activities; develops and presents, or directs the development and presentation of the results and findings of a variety of studies to the Board of Supervisors and the public; researches and analyzes issues related to water resources and associated areas and makes presentations to a variety of committees, agencies, advisory groups, and community organizations; has responsibility for the development and administration of grants; has responsibility for the development, submission, and presentation of department reports; identifies and develops additional funding sources; serves as Floodplain Administrator for the County's participation in the National Flood Insurance Program; has responsibility for the preparation and administration of contracts and operating agreements related to water resources; maintains contact with the press and community organizations; represents the Department of Water Resources with the community, advisory committees, commissions, regional and local boards, and other government agencies; performs special assignments for the Board of Supervisors.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; maneuver onto and off of boats; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; frequently works outside; frequently works in a boating environment; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Pertinent state, federal and local laws, ordinances, rules and regulations related to the functions and operations of the Department of Water Resources.
- Scientific sampling and laboratory analytical techniques.
- Aquatic ecosystem functions.
- Principles of watershed science and familiarity with related disciplines (geology, hydrology, limnology, ecology, toxicology).
- The relationship between land and water use and watershed conditions.
- Geographic information systems and use of remote sensing data.
- Principles and practices of hydrology and hydrographic studies and evaluations.
- Water resource management, flood control, and watershed requirements and methods.
- Principles of adaptive management.
- Grant development and administration.
- Research and statistical methods.
- Budget development and control.
- Federal, State and local policies and politics which affect the Department of Water Resources.
- Motivational techniques and practices.
- Principles and practices of effective leadership
- Motivational tools, techniques and practices.
- Principles of project planning, development, coordination, and direction.
- Principles of supervision, training, and work evaluation.

Ability to:

- Plan, organize, manage, and coordinate the functions of the Department of Water Resources.
- Provide supervision, training, and timely work evaluations for assigned staff.

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DESIRABLE QUALIFICATIONS (continued)

Ability To (continued):

- Develop and administer a department budget.
- Direct and manage the development and administration of grants.
- Oversee the gathering and maintenance of information regarding the Department of Water Resources operations and functions.
- Read, interpret, analyze, summarize, and apply scientific materials and statistical data.
- Read, interpret and explain complex scientific information to a non-technical audience.
- Conduct research and data collection for environmental and related studies.
- Conduct monitoring safely
- Perform technical and specialized limnological, hydrological and environmental geological studies and related project development.
- Operate effectively in a research boating environment.
- Establish and maintain effective relationships with a variety of individuals and groups.
- Exercise diplomacy and tact when performing day-to-day activities.
- Effectively handle difficult, confused or angry individuals.
- Effectively manage challenging situations.
- Identify and take advantage of opportunities.
- Identify strengths, weaknesses, opportunities and threats and respond accordingly.
- Effectively maneuver through sensitive and/or complex political situations.
- Analyze difficult situations, identify solutions and recommend an appropriate course of action.
- Provide effective leadership.
- Motivate a wide variety of individuals including those with varying levels of education and experience.
- Develop, manage, and implement flood control systems.
- Perform special assignments for a variety of County boards and commissions.
- Direct the preparation of and prepare clear, concise reports.
- Operate a computer and use appropriate software, including both word processing and spreadsheet applications.
- Communicate effectively both orally and in writing using correct English grammar
- Make effective oral and written presentations.
- Effectively represent the Department of Water Resources with the public, community organizations, boards, commissions and other government agencies.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Training and Experience:

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

STANDARD TRAINING AND EXPERIENCE CRITERIA: Applicants meeting the following criteria will be considered before candidates meeting the alternate training and experience criteria.

Graduation from an accredited Master's Degree Program with a degree in limnology, hydrology, hydraulics, water resources management, aquatic biology, or a directly related field.

Five (5) years of increasingly responsible experience in limnology, hydrology, water resources management, or directly related field.

Two (2) years of supervisory/management experience Management or supervisory experience in a public sector environment is highly desirable.

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DESIRABLE QUALIFICATIONS (continued)

Training and Experience (continued):

Graduation from an accredited four (4) year university with a degree in business administration, public administration, civil engineering, environmental engineering, or a related field (including those listed above).

Five (5) years of high-level administrative and/or management experience in a field related to lake/water science, which included the supervision of professional level staff. Experience in a public sector environment is highly desirable.

Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Operate effectively in a research boating environment.

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