

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2022

POSITION TITLE: **WATER USE EFFICIENCY AND GRANTS MANAGER**

GRADE LEVEL: M25

SUPERVISOR TITLE: Director of Administration

FLSA Status: Exempt Non-Exempt At-Will

BARGAINING UNIT: RCWDEA RCWD MPCEA






DEFINITION

Under general direction, manages and coordinates Water Use Efficiency Department staff; coordinates with local, state, and Federal agencies to integrate current trends, regulatory requirements, and public awareness of water conservation into the District's water use efficiency programs; represents the District on Integrated Regional Water Management Planning issues, and leads grant research, acquisitions, and administration efforts.

CLASS CHARACTERISTICS

This is a middle management level classification with responsibility for managing and implementing District-wide initiatives designed to manage water demand through conservation and water use efficiency. This position performs highly complex tasks and is responsible for developing and implementing water use efficiency programs, for representing the District on local, state, and federal issues related to demand management, for leading District-wide grant funding efforts, and for the oversight and direction of Water Use Efficiency Department staff. This job classification is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit and is at-will.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):




-  Manages the implementation of the District's Water Use Efficiency Programs
-  Leads District-wide grant research, acquisitions, and administration efforts
-  Coordinates with other District departments to pursue water use efficiency and grant funding
-  Writes grant applications and manages grant programs including monitoring expenditures
-  Represents the District in meetings with Federal, state, regional, and local agencies, industry groups, and other water agencies regarding a variety of water resources planning issues of mutual concern

- ✎ Coordinates with local, state, and Federal agencies to integrate current trends, regulatory requirements, and public awareness of water conservation into the District's Water Use Efficiency Programs
- ✎ Represents the District on Integrated Regional Water Management Planning (IRWM) issues and efforts and acts as a key leader for the IRWM management group.
- ✎ Coordinates with District staff on water planning efforts including Urban and Agricultural Water Management Planning and Water Shortage Contingency Planning
- ✎ Assists in the development of District policies and procedures related to water use efficiency
- ✎ Engages with local community groups for assessing water use efficiency needs
- ✎ Prepares and submit technical reports regarding water conservation to state and federal agencies
- ✎ Researches and prepares complex technical and administrative reports and makes recommendations on demand-side water resources planning issues and presents to senior management and/or the Board of Directors
- ✎ Develops the annual budget for the Water Use Efficiency department; estimates staffing, equipment supply needs based upon recent trends and planned activities
- ✎ Evaluates the need for changes in budgetary allocations and cost-analysis
- ✎ Manages consultants hired for special projects
- ✎ Assigns work to water use efficiency division employees and conducts performance appraisals
- ✎ Interviews and hires new staff, prioritizes, assigns and reviews work, approves time off for payroll purposes, and prepares employee performance evaluations for the District's Water Use Efficiency Department.
- ✎ Is responsible for the solicitation, evaluation, and management of consultants and other service providers for the department.
- ✎ Performs other related work as required











QUALIFICATIONS

Knowledge of:

- ✎ Water Use Efficiency Best Management Practices for Urban and Agricultural Water Users
- ✎ Principles, methods and practices applied in design and implementation of water use efficiency programs
- ✎ Project management techniques
- ✎ Principles of grant acquisitions and administration
- ✎ State and Federal grant programs
- ✎ Strong written and verbal communications skills, methods and techniques of journalistic writing, proofreading and editing; correct English usage, including spelling, grammar and punctuation
- ✎ Integrated Regional Water Management in California
- ✎ Current California water policies, politics and issues, pertinent Federal and state laws and regulations
- ✎ Principles and practices of policy development and implementation

-  Computer applications relating to water resources planning modeling
-  Budget administration
-  Principles of employee supervision, training and personnel management

Ability to:

-  Lead and participate in a full range of water use efficiency efforts
-  Evaluate operational and administrative issues and implement effective solutions
-  Select, train, and manage assigned staff
-  Administer a department budget
-  Use computer technology in support of the Department's objectives
-  Gain cooperation through discussion and persuasion
-  Understand and implement laws, regulations, policies and procedures
-  Communicate effectively, both verbally and in writing
-  Prepare clear and concise written reports including technical material for non-technical audiences
-  Establish and maintain good working relationships with those contacted in the course of the work

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is

Experience: Five (5) years of progressively responsible professional level water use efficiency or conservation experience in a public agency setting with some supervisory experience.







Training: Equivalent to the completion of a Bachelor's degree from an accredited college or university with a major in business, public administration, communication, education, or a related field.



License and Certificates:

-  Valid California driver's license, required



PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position will require the employee to perform the following physical activities:

-  Frequently use office equipment such as a computer, copier and FAX machine
-  Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs.
-  Extended standing, walking, sitting, reaching, stooping, and bending
-  Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
-  Regularly uses a telephone or radio for communication
-  Ability to speak and hear both in person, by telephone, and radio

-  Vision within normal ranges including color vision with or without correction
-  Regular attendance

The essential functions of this position will require the employee to be exposed to the following working conditions:

-  Work in a temperature controlled office environment with moderate noise
-  Occasional work in the field where noise is at times loud and employee may be exposed to hot and cold conditions; inclement weather, or traffic hazards

OTHER REQUIREMENTS

This position is classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act (FLSA). The position will be required to work varying hours, weekends, and holidays as the day-to-day job duties may require.

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date