

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 01, 2022

POSITION TITLE: **DIRECTOR OF PLANNING**

SUPERVISOR TITLE: Assistant General Manager

FLSA Status: Exempt Non-Exempt At-Will

BARGAINING UNIT: RCWDEA RCWD MPCEA Unrepresented



DEFINITION

Under administrative direction, plans, organizes and directs the Water Resources Planning, Asset Management and Engineering Services departments of the District's Engineering Division in relation to comprehensive strategies and programs for the operation of the District's long-term and short-term planning, facility planning, and conservation functions. This position will perform a wide range of professional activities to include planning, research and technical analyses related to water demand, supply availability, optimization of water supplies, water management and water policy issues, and asset management/maintenance strategies.

CLASS CHARACTERISTICS

This is an executive management level classification with responsibility for directing a District division and programs providing major and critical internal and external services. Responsibilities include organizational, budget and personnel administration for assigned departments and programs. Positions at this level report to the Assistant General Manager and directly supervises the Engineering Services Supervisor and other support staff. This job classification is unrepresented and at-will.

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

-  Plans, organizes, controls, integrates and evaluates the work of the Water Resources, Asset Management, and Engineering Services Department; directs and manages the work of staff supporting comprehensive program areas which include facilities planning, groundwater development, water resources management, water supply planning, asset management, and special projects; ensures programs are designed and administered to meet the District's needs.
-  Develops, implements and administers comprehensive programs, policies, guidelines and procedures related to the water resources and facilities planning

goals of the District; recommends and implements policy and procedure changes consistent with requirements.

- ✎ Develops goals and objectives; identify resources and ensures appropriate staffing levels in support of organizational structures and strategies.
- ✎ Reviews and evaluates work methods, procedures, services and products; establish/update evaluation standards and guidelines; monitor effectiveness and efficiencies of programs.
- ✎ Oversees complex water resources planning and analysis activities to include: estimating water demand, conservation impacts, and computer operations modeling based on historical usage data, land use trends, and other factors, help to secure and maintain sufficient water supplies to meet demand and plans for needed facilities
- ✎ Lead the District's efforts in the Asset Management Program and lead the integration of the Asset Management Program with the Operations Department
- ✎ Hires, supervises, trains and evaluates assigned staff; establishes work standards and expectations; administers training programs and performance evaluations; counsels and disciplines employees as needed.
- ✎ Establishes performance criteria for assigned staff.
- ✎ Develops, maintains, and utilizes departmental performance indicators in making decisions.
- ✎ Provides technical support for litigation or dispute resolution efforts as needed.
- ✎ Oversees and leads the District's efforts in the Asset Management Program and its integration into the Computerized Maintenance Management System (CMMS).
- ✎ Manages proposed annexations and water supply assessments for new development as necessary for Board approval.
- ✎ Develops, and administers the assigned budget; recommend expenditures for equipment, materials, and staffing.
- ✎ Responds to and resolves difficult and complex citizen inquiries and complaints
- ✎ Manages the District's Hydraulic Models
- ✎ Assists as necessary in the preparation of the District's 5-year Capital Improvement Plan
- ✎ Prepares and presents technical information to the Board of Directors or other agency personnel.
- ✎ Leads and/or participates in various District team-driven initiatives.
- ✎ Implements and manages responsibilities defined in the District's Health, Safety and Environmental Manual.
- ✎ Assists with and collaborates with stakeholders in the preparation of the District's Master Plans and Resource Management Plans, including related studies.
- ✎ Directs the preparation of Urban/Agricultural Water Management Plans, Water Supply Assessments and Sewer System Management Plans, including supporting studies.
- ✎ Oversees and/or participates in water transfers, water wheeling agreements and

related water rights development and negotiations.

- ✎ Plans and directs project management activities for a variety of special projects and studies including the preparation of scopes, plans, and schedules.
- ✎ Manages water resource planning and analysis activities, Santa Margarita River Watershed Management Planning and integrated resource planning activities.
- ✎ Stays abreast of regulatory matters affecting water supply and water reliability issues and briefs management on impacts.
- ✎ Monitors, reviews and evaluates Metropolitan Water District of Southern California water supply and water reliability issues
- ✎ Oversees and coordinates the selection of consulting firms; negotiates the scope of work with consultants for incorporation into contracts and agreements; oversees, coordinates and inspects the work of consultants engaged in water resources projects
- ✎ Assist with the development and improvement of the District's Geographical Information Systems (GIS)
- ✎ Manages and/or assists with development, improvement, and the District's Prepares, reviews, and/or coordinates preparation of project-related studies and documentation required by the California Environmental Quality Act (CEQA)
- ✎ Ensures compliance with District policies and procedures
- ✎ Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ✎ Complex principles and practices of water utility including applicable planning, resource management, engineering and construction facets, and hydraulic modeling
- ✎ Current California water policies and issues, pertinent federal and state laws and regulations
- ✎ Computer applications related to modeling water facilities and water resources as used in resources planning and watershed management
- ✎ Principles and practices of demand forecasting for water, wastewater, and recycled water planning
- ✎ Principles, theories, and methods of hydrogeology and groundwater modeling
- ✎ Methods, techniques, terminology, and equipment used in groundwater development including well siting, well drilling, well testing and development, and well rehabilitation
- ✎ Principles, theories, and methods of groundwater recharge including siting, designing, and maintaining and monitoring recharge facilities for percolation

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- ✎ Principles and practices of public agency budget administration, purchasing, and the development and maintenance of public records
- ✎ Principles of employee supervision including training, development and performance evaluation
- ✎ Federal, state, and local laws, regulations, and court decisions applicable to assigned areas of responsibility
- ✎ General principles of public administration and management related to the implementation and evaluation of programs, operations and services
- ✎ Principles and practices of sound safety management
- ✎ Modern equipment and communication tools used for business functions and program, project, and task coordination relevant to work performed

Ability to:

- ✎ Evaluate operational and administrative problems and formulate effective strategies and solutions
- ✎ Exercise independent judgment and function effectively in a variety of difficult situations
- ✎ Develop and implement goals and objectives, practices, policies, procedures, and work standards
- ✎ Understand, interpret, explain, and apply District, state, and federal policy, law, regulation, and court decisions in assigned area of responsibility
- ✎ Coordinate assigned activities with those of other external providers of service
- ✎ Select, supervise, train, and evaluate assigned staff
- ✎ Provide day-to-day leadership and work with staff to ensure a high performance, service oriented work environment
- ✎ Administer District budget development and fiscal controls
- ✎ Exercise leadership, authority and supervision tactfully and effectively
- ✎ Present proposals and recommendations clearly and logically in public meetings
- ✎ Comply with and enforce the District's Safety, Health and Environmental policies
- ✎ Represent the District effectively when working with regulatory agencies
- ✎ Prepare clear, concise and comprehensive correspondence, reports, studies, and other written materials
- ✎ Establish and maintain cooperative working relationships



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: Ten (10) or more years of progressively responsible civil engineering or water utility planning experience with three (3) or more years of supervisory experience












Training: Bachelor of Science degree, from an accredited college or university, in Civil Engineering, Environmental Science, Water Resource Management, or equivalent combination of education and experience sufficient to perform the essential duties of the job such as those listed above. A master's degree in a related field is desirable

Licenses and Certificates:


-  Valid California Driver's License, required
-  Professional Civil Engineer - State of California, 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
-  Occasional travel by automobile conducting District business
-  Regular attendance
-  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