



Water Supply and Planning Manager

DEFINITION

Under administrative direction from the Director of Water Resources, plans, organizes, and directs a variety of water resources planning work of a specialized or complex nature; supervises staff assigned to water resources related programs; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Water Supply and Planning Manager is a single-position mid-manager classification. Under administrative direction, within a framework of overall goals and objectives, the incumbent is responsible for the direction and coordination of water supply and resources planning efforts, including protecting and preserving District supplies, coordinating the development of long-range water supply plans, alternate water supplies, regional partnerships, and dry-year supply planning; supervising the implementation of water use efficiency; coordinating compliance with water supply assessment requirements; and coordinating District activities with regard to fisheries restoration efforts and other regional and state issues that may impact District supplies. Responsibilities are broad in scope and require leadership and independent judgment on issues that are complex, interpretive, and evaluative in nature.

This classification is distinguished from the Water Use Efficiency Supervisor and other water resources professionals including engineers and analysts, in that the latter classes may report to this class. This classification is distinguished from the Director of Water Resources in that the latter is a department head with overall responsibility for directing District-wide water resources and related services and provides direction to this classification.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Directs complex water resources planning and analysis activities including estimating water demand, conservation impacts, and computer operations modeling based on historical usage data, land use trends, and other factors; directs the evaluation of new sources of supply and management strategies; helps secure and maintain sufficient water supplies to meet demand and plans for needed facilities; oversees compliance with state regulations for water resources planning including Urban Water Management Plan preparation, Water efficiency standards, and conducting Water Supply Assessments.
- Coordinates implementation of projects and programs recommended in the Integrated Resources Plan including development of recycled water and dry year supplies; negotiates terms and conditions of water supply exchanges; provides oversight and review and approval or acceptance of designs and technical reports prepared by consultants.

- Represents the District in meetings with federal and state agencies, industry groups, and upstream water agencies regarding a variety of water resources planning issues of mutual concern; provides coordination for watershed management issues including development of a watershed management plan and compliance with the Endangered Species Act.
- Continually assesses proposals and trends impacting source and quality of the District's water and explores obtaining loans and grants for projects and programs; reviews EIR's and CEQA documents received from other agencies and drafts the District's comments for signature of the General Manager.
- Evaluates proposed legislation and regulations and coordinates with District's external representative(s) and other managers, as appropriate, on legislative or regulatory issues to protect the interests of the District.
- Researches and prepares complex technical and administrative reports and recommendations on water resources planning issues and presents to senior management and/or the Board of Directors.
- Directs the District's demand management programs, including developing strategies for new programs and projects.
- Prepares the annual budget request for the work unit; estimates staffing, outside services, and equipment supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves purchase requisitions.
- Interviews and hires new employees; plans and evaluates the performance of supervisors and staff; establishes performance requirements and personnel development targets; regularly monitors performance and provides coaching for performance improvement and ongoing development.
- Recommends business process changes to cross-functional management peers to achieve improved joint performance efficiencies; implements business process changes and measures performance.
- Contributes to big picture, strategic thinking and applies this to short-term and long-term planning.
- Performs other related work as required.

REQUIREMENTS

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

Education and Experience:

Possession of a Baccalaureate degree from an accredited college or university with a major in civil engineering or a related field; and six (6) years of progressively responsible water resources planning experience, including three (3) years of lead experience directing the work of others in the field and completion of at least 75% of the District's Leadership Skills Training Program.

Supervisory experience strongly desired. One (1) year of supervisory experience may substitute for completion of the District's Leadership Skills Training Program.

If not previously completed, completion of the District's Leadership Skills Training Program is required following hire.

Knowledge, Skills, and Abilities:

Knowledge of: current California water policies, politics, and issues; pertinent federal and state laws and regulations; hydrologic concepts, engineering economics, and project management techniques; requirements of environmental impact assessments and related regulatory processes; principles and practices of policy development and implementation; budget administration; principles of employee supervision, training, and personnel management; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: plan organize and direct complex and specialized water resources planning studies and analyses; utilize sophisticated computerized operations models to make planning projections; analyze, interpret, and apply information, choose among alternative courses of action and arrive at a recommendation; understand and implement laws, regulations, policies, and procedures; plan, assign, and supervise the work of subordinate staff; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Additional Requirements:

- Must possess a valid California driver's license and have a satisfactory driving record.

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Working Conditions/Physical Requirements:

The essential duties of this classification are performed in a controlled-temperature office and requires the ability to: sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone, computer keyboard and other office equipment on a daily basis; speak and hear in person and on the phone; see sufficiently to perform assignments; and intermittently twist to reach equipment or supplies surrounding desk.

The essential functions of this classification require driving due to the need for frequent travel to water treatment plants, pump stations, reservoirs, field sites, meetings, and/or other agency facilities; transportation of time-sensitive/confidential materials, equipment, or water samples; and/or the ability to respond to emergencies, and service disruptions. Alternative transportation is not suitable due to security concerns, logistical challenges, and critical response time requirements.

Occasionally, essential work activities are performed outdoors under a variety of climatic and geographic conditions in an environment with exposure to loud noise, chemicals, fumes and other environmental substances and require the ability to; safely drive a vehicle to job sites and traverse uneven terrain.

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Approved: Amym Rewe
Human Resources/Risk Manager