

**CLASS SPECIFICATION**  
**Senior Water Resources Program Manager**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general direction, plans, organizes, manages and participates in the work of personnel engaged in developing, implementing and administering a large scale water resources program or project of significant City impact in terms of cost, public impact and visibility; researches, develops and recommends strategies and procedures and related to the operation, protection and management of the City's water resources and watersheds; researches and ensures compliance with local, state and federal regulations within assigned area of responsibility; serves in an advisory role in the formulation of the City's environmental policy and strategy; performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

A Senior Water Resources Program Manager is responsible for planning, implementing and evaluating a broad large-scale water resources program, with significant City and/or bureau mission/project importance, visibility and cost impact. Programs typically entail substantial, multi-year resource commitments and staff involvement. Incumbents develop, implement and promote programs to ensure the continued protection and operation of critical City water resources and the conformance with local, federal and state land management and environmental protection laws and regulations. Work requires program/project management expertise to integrate multiple interests and stakeholders in achieving successful water resources management goals and objectives as well as regulatory compliance. In depth process knowledge is also essential for ensuring program/project success. Incumbents maintain effective working relationships with local, state and federal land management and regulatory agencies and community and environmental groups. Responsibilities and assignments are broad in scope, require substantial judgment on issues that are complex, interpretive and evaluative in nature, and work requires diplomacy in dealing with politically sensitive situations.

Senior Water Resource Program Manager is distinguished from the Water Resource Program Manager by the former's responsibility for managing larger, more complex programs or projects of substantial citywide importance with significant cost, impact and visibility and has a greater advisory role in policy, strategy development overall Bureau compliance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of assigned program or project staff; develops, implements and monitors work plans to achieve City or bureau program goals and performance measures; develops and monitors performance against the program budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau program goals, objectives and performance measures consistent with the City's quality and citizen service expectations.

2. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.
3. Provides leadership and works with program staff to develop and retain a high performance, service oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Manages a large scale Citywide or bureau-specific water resources program or project; formulates overall program goals; researches, develops and implements plans to meet goals and service objectives; develops, recommends and manages budgets, develops and recommends associated policies and operating and administrative procedures; identifies and recommends solutions to resource needs and compliance requirements; analyzes alternative methods to meet program and service goals, including conducting cost benefit and resources requirements analyses.
5. As project leader, defines project goals and objectives, convenes appropriate task forces and committees, develops agendas and facilitates meetings, and develops and manages multiyear and annual work plans; leads and participates in the analysis and redesign of complex work processes associated with program/project requirements; conducts management reviews of progress against time lines and budgets and develops project reports and related materials; develops and prepares city Council reports and presentations.
6. Reviews and evaluates impact of federal and state and local laws, regulations, rules and court decisions on bureau operations and activities regarding water resources; confers with bureau and City staff to discuss systems and processes to comply with requirements; advises City officials and staff on water resources regulatory issues; writes interpretations and recommends changes in procedures or policy needed to comply with regulations and land management rules.
7. Assists bureau managers and staff in compliance obligations; coordinates the design, development and implementation of internal procedures to govern procedures regulating the enforcement of policy regarding the violation of standards; implements bureau information program to assure that managers and staff understand their compliance obligations through training sessions and other technical resources.
8. Establishes and maintains constructive relationships with external agencies and organizations; develops and maintains program partnerships and negotiates and administers interagency agreements and public-private agreements.
9. Oversees and supervises the development of interdisciplinary groups to identify and resolve project and program conflicts as they relate to environmental compliance and water resource stewardship issues.

10. Prepares and manages presentations; briefs elected officials and City staff regarding major issues, findings or concerns; interprets program policies and associated regulations; represents the bureau in meetings with outside agencies regarding water resources and environmental compliance issues.
11. Serves as an expert in water resources; provides training and technical assistance to the City and other agency staff; interprets program policies and associated regulations; represents the bureau in meetings with outside agencies regarding water resources and environmental compliance issues.
12. Consults with the commissioner in charge, City Attorney's Office, bureau managers, governmental entities and industry on water resources issues affecting the bureau and City.
13. Evaluates consultant proposals and qualifications and recommends consultant selection; negotiates, administers and manages consultant contracts; monitors project status and progress and manages change control processes.
14. Performs legislative and policy analyses of complex issues with potentially significant impact on water resources, regulatory compliance and/or bureau costs or funding; formulates approaches and courses of action to address issues identified.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Advanced principles, theories, methods and techniques of watershed, water resources, and natural resources management; and environmental protection.
2. Advanced principles, practices, tools and techniques of program/project planning and management.
3. Strategic planning; and policy analysis, development and implementation.
4. Local, state and federal laws and regulations pertaining to the work.
5. Advanced principles and practices of program/project management, including developing project schedules, work plans, and budget preparation and administration.
6. Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
7. Principles and practices of sound business communication.
8. Principles, practices and techniques of group process facilitation and conflict resolution.
9. Principles and practices of effective management and supervision.

### **Ability to:**

1. Plan, organize, manage and direct a variety of complex water resources and environmental protection functions and activities to achieve goals, objectives, timelines and deliverables over a multi-year period.
2. Coordinate program activities with multiple stakeholders and facilitate consensus among diverse groups and individuals.

3. Analyze complex environmental compliance, operational and administrative problems, evaluate alternatives and reach sound, logical fact-based conclusions or recommendations.
4. Apply sound, creative problem solving techniques to resolve difficult water resources and environmental protection program issues and problems.
5. Understand, interpret and explain laws, regulations, ordinances and policies applicable to water resources and environmental protection projects/programs.
6. Collect, evaluate and interpret appropriate environmental and other applicable data, either in statistical or narrative form.
7. Prepare clear and concise records, reports, correspondence and other written materials appropriate to the audience.
8. Negotiate effectively on behalf on the bureau and the City.
9. Exercise tact and diplomacy in dealing with difficult people, issues and situations.
10. Exercise expert independent judgment and initiative in the recognition and resolution of complex and difficult problems within general policy guidelines.
11. Establish and maintain effective working relationships with elected officials, bureau mangers and staff, staff of other bureaus, representatives of other agencies, the public and others encountered in the course of the work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in environmental, natural resources or water resources science, management or policy, public administration, law or a closely related field; and seven years of increasingly responsible natural resources and environmental protection and management experience; or an equivalent combination of training and experience. A master's degree in an applicable field and experience in a public agency are preferred.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: May 30, 2012