

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

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general direction, performs advanced and complex environmental analysis and project and program management; develops policies and strategies related to the operation, protection and management of the City's water resources and watersheds; ensures compliance with federal and state environmental laws and regulations within assigned area of responsibility; conducts and/or manages technical analysis projects; staffs policy committees; negotiates with regulatory agencies; coordinates activities with related staff, bureaus and outside agencies; prepares policy and strategy alternatives and recommendations; plans and implements public information and involvement activities; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Incumbents of this class are responsible for analyzing, planning, developing, and negotiating policies and strategies to ensure the operations and management of the City's water resources and watersheds are carried out in compliance with federal and state land management and environmental protection laws and regulations. Incumbents facilitate the formulation of the City's environmental policy and strategies, integrate multiple interests and stakeholders in achieving program/project success, and maintain effective working relationships with regulatory agencies, and community and environmental groups. Programs, projects and issues are visible, significant to the Bureau mission, involve multi-year resource commitments, and may be City-wide in scope. 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.

Water Resource Program Manager is distinguished from other environmental program managers by its focus on integrating technical, policy and strategy development for water resources and watersheds. It is distinguished from the Environmental Program Manager classification by that class' emphasis on supervision of professional and technical staff and management of environmental compliance programs. It is distinguished from the Senior Water Resources Program Manager in that an incumbent in the latter class has program management responsibility for larger, more complex programs or projects of substantial citywide importance with significant cost, impact and visibility.

**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. Within an assigned area of responsibility, researches policy and related technical issues and conditions, develops and recommends policies, procedures and guidelines to ensure bureau compliance with federal, state and local environmental protection laws and regulations, and

to protect and improve water or fisheries resources. Performs legislative and policy analyses of complex issues with significant program impact; formulates approaches and courses of action to address issues identified. Evaluates program effectiveness and recommends improvements.

2. Plans, participates in and manages projects and field studies by identifying problems, determining methodology, setting project goals and objectives; developing work plans and budgets; overseeing or conducting the analysis of data; summarizing information for presentation. Designs and manages technical studies, prepares reports and makes presentations, analyzes trends in data, and makes associated recommendations for policy and operational changes.
3. Evaluates consultant proposals and qualifications and recommends consultant selection; administers and manages consultant contracts.
4. Staffs policy and technical committees and works with representatives of regulatory agencies to resolve, mediate or negotiate solutions to technical and compliance issues; develops strategies and other measures to carry out policies; develops solutions to long- and short-term problems.
5. Represents the City with public agencies, citizen and community groups, and legislative bodies and committees on environmental issues within the assigned areas of responsibility; serves as liaison and serves on committees with other related city bureaus.
6. Makes recommendations to Bureau Managers and/or Commissioner-in-Charge staff and makes presentations or briefs elected officials regarding major issues, findings or concerns; makes recommendations regarding environmental programs and funding requirements to bureau staff.
7. Develops and maintains program partnerships with external agencies and organizations. Develops and administers interagency agreements and public-private agreements.
8. Implements or manages resource evaluation, enhancement, protection and monitoring efforts; serves as team leader over other bureau staff; coordinates efforts with other city bureaus or other outside agencies.
9. Convenes, organizes and/or leads interdisciplinary groups to identify and resolve project and program conflicts as they relate to environmental compliance and natural resource stewardship issues.
10. Reviews and evaluates impact of federal and state standards and requirements on bureau operations and activities; confers with bureau and City staff to discuss systems and processes to comply with requirements; advises City officials and staff on environmental regulation issues.
11. Coordinates Federal and State agency requirements pertaining to protection of endangered species or to other environmental mandates as they apply to capital improvement projects city-wide; develops streamlined procedures for acquiring permits; works with bureaus and enforcement agencies to identify mutually acceptable solutions to resource protection

problems; leads and coordinates meetings and activities of interagency/inter-bureau groups to develop policies and procedures which meet varied interests and facilitates permit approval.

### **OTHER DUTIES**

1. Assists manager with preparation of annual program budget as well as capital improvement plan budget planning and tracking.
2. Supervises, oversees or leads the work of professional and technical staff.
3. Identifies, evaluates, and applies for alternative funding (e.g. grants) to achieve program objectives.
4. Plans, organizes and conducts public education, information and involvement activities.
5. Keeps informed of new regulations, pending legislation and trends in areas of responsibility that impact bureau programs and processes.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

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

#### **Ability to:**

1. Analyze complex environmental issues and problems, evaluate alternatives, and recommend policies, strategies or effective courses of action.
2. Develop and manage projects including contract and budget administration.
3. Interpret laws, regulations and technical information.
4. Facilitate group and individual discussions to identify and resolve differences, and achieve results.

5. Prepare clear and concise records, technical reports, correspondence and other written materials.
6. Present conclusions clearly, logically and persuasively to both internal and external project/program stakeholders.
7. Exercise independent judgment and initiative within general policy guidelines.
8. Establish and maintain effective working relationships with those 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, or a closely related field; and five 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: 07-01-02 Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002.  
Revised: 07-01-05 (Updated to include additional positions.)  
12-15-05 (Updated to include an additional position)  
June 2009 - Change Job Class number from 7600 to 30000656, due to system change.  
May 2012 – Added comparison to new class of Senior Water Resource Program Manager