

VALLEY CENTER MUNICIPAL WATER DISTRICT
SPECIAL PROJECTS AND REGULATORY COMPLIANCE
MANAGER - ADMINISTRATION

DEFINITION

Under the overall direction of the General Manager, incumbent manages a wide range of management, policy development and regulatory compliance functions as well as acts as project manager on special tasks and assignments; performs high level administrative functions relating to various water – wastewater - related policy issues and activities affecting the District.

CLASS CHARACTERISTICS

This is a single incumbent class that is responsible for participating in the development and administration of assigned special projects; oversees the development, implementation and administration of various policies and programs related to revenue development and sustainability, emergency management, and regulatory compliance, including ensuring adherence to federal and state laws and county ordinances, and meeting various control, monitoring and reporting requirements. Supervising staff on an as-needed basis.

Incumbent serves as a strategist, advisor and project manager to the General Manager and may be assigned special projects in support of the General Manager and Department Heads.

Incumbents must be able to respond to emergencies as deemed necessary by the District.

ESSENTIAL DUTIES

The duties outlined below represent examples of the types of work that may be performed in this role. While the incumbent is not expected to initially perform all of these essential duties, the incumbent should have the capability and the willingness to increase their responsibilities and expand their skills over time in order to perform essential duties.

SUPPORT DUTIES: GENERAL MANAGER

Coordinates and tracks research and analysis on a wide range of organizational, financial, policy, legislative and community issues in support of the General Manager.

Perform complex and professional policy – level projects and oversee strategic issues for the District.

From time to time, may be assigned to assist other operating departments and performs other duties as assigned by the General Manager.

Assists and oversees the development and implementation of changes in organization and technology advancements, to increase operational efficiency and cost effectiveness.

Provides support to the General Manager with recommendations regarding District initiatives and issues.

Identify critical strategic, project management and external issues; recommend solutions to the General Manager and then participate in the resolution of the related complex project problems.

From time to time, directs or supervises staff to include: planning, assigning, reviewing and evaluating work; ensuring that employees follow policies and procedures; provides staff training and development.

REGULATORY COMPLIANCE DUTIES

Communicates and represents the District with the full range of regulatory agencies and acts as a liaison as assigned by the General Manager.

Through direct and indirect participation as well as use of supplemental expertise (i.e. lobbying, subject matter experts, etc.) is involved with outside technical and policy workgroups and associations, monitors changes in applicable federal and state laws, regulations and county ordinances and recommends and implements necessary amendments to associated District policies, practices, procedures, and programs to ensure sustained compliance with all applicable laws and regulations governing District operations; May attend hearings, meetings, and serve on technical committees as a District representative as directed by General Manager. Advises the General Manager of significant changes and participates in the development of appropriate actions and responses by the District.

EMERGENCY MANAGEMENT DUTIES

In close coordination with other departments, oversees, evaluates and monitors emergency management related issues, programs and practices including working with other management staff as well as outside consultants and facilitators to design and implement emergency management policies, protocols, regulations and procedures; monitors emergency management regulations, programs and practices; develops and maintains interagency security coordination and communication with police, sheriff, fire, FBI and DHS. Develops and conducts training and training exercise, as needed.

SUPPORT DUTIES: VARIOUS DEPARTMENTS

In conjunction with staff, implements, plans, develops, reviews and administers policies, procedures, reports, regulatory compliance programs and operations designed to monitor and ensure agency compliance with the state-mandated Water Use Efficiency and Water Loss Regulations as well as implementation of the District's Water Supply Management and Shortage Condition Response Program; develops methods and measures for observing and investigating consumer practices, including contacting customers and resolving problems by providing information in conservation measures and/or potential pass through penalties. May be assigned to monitor, implement and manage regulatory compliance with additional water and wastewater federal, state and county laws, ordinances and regulations.

In coordination with staff and outside consultants; oversees the development, implementation and schedule fulfillment of various data collection and management functions and projects, including but not limited to annual determination of various assessments, rates, fees and charges, as well as Asset Management (Cityworks) GIS, Springbrook, WaterSmart and other technologies which may be pursued by the District from time-time.

Operates a variety of office equipment.

Observes safe work practices and safety methods.

QUALIFICATIONS GUIDELINES

General knowledge of: Applicable federal and state laws, as well as county/city ordinances and codes governing water, and wastewater operations of the District; principles and procedures of project management; principles in business management; Federal and State water issues; principles and practices of program development and administration; principles and methods of enforcing various codes and regulations related to water, wastewater operations; principles in emergency management, vulnerability assessment and security protocols; liability and property insurance programs; principles and practices of preparing, producing, and disseminating public information; General principles and practices of public administration; and federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility. Incumbent must have the capability and willingness to expand their knowledge based on job responsibilities.

Ability to: Develop, implement, administer and monitor comprehensive policies and programs to ensure substantial compliance with all applicable federal, state and local laws, ordinances and regulations; prepare, organize and maintain data, reports and systems; analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; comprehend and articulate complex facts and relationships in detail; perform a variety of complex analysis and develop reports; Use tact and diplomacy when addressing complex issues among competing interests; Lead and facilitate group problem-solving efforts and develop consensus among parties with competing interests and priorities; operate effectively within a rapidly changing environment; present reports, proposals and recommendations clearly, logically and persuasively to a range of audiences including to staff and the Board of Directors; analyze complex issues and make recommendations for action by General Manager, other management staff as appropriate and the Board of Directors; effectively articulate and implement organizational goals and objectives; perform a variety of complex project management functions; identify critical project management issues and recommend effective solutions; support development and implementation of strategies, programs, policies, and procedures relating to area of responsibility and, establish and maintain effective and cooperative relationships with all district employees.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS

Education: Experience and formal education equivalent to a Bachelor's degree from an accredited college or university in business administration, public administration, or a related field. A Bachelor's Degree or an advanced degree in a related field is highly desirable.

Experience: A minimum of five years of increasingly related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Experience in water and/or wastewater utility is highly desired.

Licenses and Certifications: California Class C Driver's License

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the incumbent is regularly required to sit, stand, walk, talk and hear; use hands and fingers to grasp and feel or operate objects, tools, or controls; and, reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: While performing the duties of this job, the incumbent typically works in an office setting. The incumbent is occasionally exposed to moving mechanical parts and outside weather conditions. The incumbent is occasionally exposed to fumes or airborne particles, wet/humid conditions and toxic or caustic chemicals. The noise level ranges from low to very loud. May travel to various sites requiring overnight stay.

POSITION DESCRIPTION APPROVED:


General Manager

9/25/2024
Date