

## **Associate Project Manager - Groundwater**

The information and descriptions herein reflect general details describing the principal functions, scope of responsibility, required knowledge and required abilities of this job. This job description is not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

### **GENERAL STATEMENT OF JOB:**

To assist with managing or to independently manage the less complex projects for Sacramento Groundwater Authority, with occasional assistance to the Regional Water Authority; to provide staff assistance to SGA in implementing a comprehensive groundwater management program.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision from the Manager of Technical Services and may receive technical and functional direction from a Senior or Principal Project Manager.

The Associate Project Manager does not provide direct supervision to personnel, but develops and assists with managing contracts with consultants, local, State and Federal governments.

### **ESSENTIAL JOB FUNCTIONS:**

#### ***Program Management:***

- Assists with the management, and implementation of Sacramento Groundwater Authority projects and programs, including the North American Subbasin Groundwater Sustainability Plan
- Creates partnerships with various agencies for program support.
- Provides liaison with Federal, State, and local agencies, individual board members, water associations, the Water Forum, and the public.
- Assists in preparing and administering grant applications and agreements.
- Assists with developing contractual agreements with consultants and water suppliers to implement grant awards.
- Coordinates with SGA management, participating agencies and committees to develop and prepare work plans, business plans, and program budgets.
- Assists with special projects and prepares associated reports.
- Provides support to SGA management with other SGA or RWA programs as necessary.
- Answers questions and provides information to the public; investigates complaints and issues and recommends corrective action as necessary to resolve complaints or issues.

## Associate Project Manager – Engineering

- Builds and maintains positive working relationships with co-workers, Boards of Directors and the public using principles of good customer service.

### ***Board Functions:***

- Assists with the preparation and presentation of items for action and/or discussion to various project Committees and the SGA Board of Directors as necessary.

### ***Other:***

- Performs other duties as required.

## **REQUIRED KNOWLEDGE AND ABILITIES:**

### ***Knowledge of:***

- Principles and practices of groundwater.
- California water issues, including but not limited to, management of surface water resources, groundwater resources, regional planning, water rights, water law, environmental permitting requirements, conjunctive use, water efficiency, and water quality.
- Computer and work processing, spreadsheets, and database software applications.
- Geographical Information Systems (GIS) software.
- Electronic data analytical tools.
- Principles and practices of budget monitoring.
- English usage, spelling, grammar, and punctuation.
- Modern office methods, procedures and equipment.

### ***Ability to:***

- Conduct light field work, including the collection of groundwater levels and groundwater quality samples.
- Exercise discretion and independent judgment.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Interpret and apply policies and procedures.
- Analyze situations carefully and adopt effective courses of action.
- Effectively and efficiently support the SGA management team.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively, orally and in writing.

## Associate Project Manager – Engineering

- Coordinate projects with staff/managers from other Federal, State, and local agencies.
- Oversee the work of consultants.
- Administer contract budgets and schedules.
- Assist in the development and monitoring of an assigned program budget.

### **REQUIRED EXPERIENCE AND TRAINING:**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

This is an entry-level to journey-level position.

#### Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in hydrogeology, water resources planning, engineering geology, civil engineering or related field.

### **LICENSE AND CERTIFICATE:**

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.