

Senior 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 manage multiple projects and programs for the Sacramento Groundwater Authority, with occasional assistance to the Regional Water Authority; to provide highly complex staff assistance to SGA in implementing a comprehensive groundwater management program.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Manager of Technical Services and the Executive Director.

May provide technical and functional supervision to Associate Project Managers and is responsible for directing and delegating the work of consultants and office administrative staff on multiple, simultaneous projects.

ESSENTIAL JOB FUNCTIONS:

Executive Support:

- Recommends and assists in the implementation of goals and objectives; implements policies and procedures.
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.
- Participates in budget preparation and administration; prepares cost estimate for budget recommendations.
- Provides technical support to the Executive Director.
- Prepares draft correspondence for signature by the Executive Director.
- Prepares draft presentations for the Executive Director.
- Convenes or attends meetings on behalf of the Authority.
- Assists in the development of annual agency budgets.
- Prepares and presents information to the SGA Board of Directors and Committees; represents the Authority on committees and outside organizations as necessary.
- Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.
- Builds and maintains positive working relationships with co-workers, Boards of Directors and the public using principles of good customer service.

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Program Management:

- Develops and implements complex projects and programs such as SGA's groundwater management program, which includes implementation of the North American Subbasin Groundwater Sustainability Plan.
- Develops and manages contracts and budgets for consulting support.
- Develops and manages contracts for funding support from State or Federal agencies, including the preparation of required and regular progress reports and preparation and submittal of invoices for grant reimbursement.
- In coordination with member agencies, develops and implements subscription-based programs.
- Prepares State and Federal grant applications for funding assistance; administers grant contracts and awards.
- Coordinates activities with and among member agencies.
- Provides liaison with member agencies, Federal, State, and local agencies, individual Board members, and the public.
- Organizes, facilitates and coordinates meetings of multiple project committees.
- Tracks emerging groundwater issues.

Other:

- Provides information technology support for the office, including coordinating with outside information technology services and assisting with the process for determining technical specifications for, budgeting, purchasing, and installing computer hardware and software.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of water resources engineering, including the science of groundwater hydraulics and hydrology, conjunctive use of surface and groundwater, groundwater quality, and municipal water resources supply, treatment and distribution infrastructure.
- Principles and practices of project management.
- Specialized groundwater modeling and geographical information systems software (GIS) applications.
- Principles and practices of budget monitoring.
- Pertinent local, State and Federal laws, ordinances and rules.
- Board meeting protocol and procedures.
- English usage, spelling, grammar, and punctuation.
- Computers and word processing, spreadsheet, and database software applications.

Ability to:

- Conduct light field work, including the collection of groundwater levels and groundwater quality samples.

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- Organize, implement and direct project and program activities.
- 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 explain pertinent Authority policies and procedures.
- Assist in the development and monitoring of assigned program budget.
- Develop and recommend policies and procedures related to assigned projects.
- Coordinate projects with staff/managers from other Federal, State, and local agencies.
- Manage consultants.
- Manage and administer contract budgets and schedules.
- Analyze situations carefully and adopt effective courses of action.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively, orally and in writing.

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:

Five years of experience in water resource planning and management, including at least two years of demonstrated project management experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in hydrogeology, water resources planning and management, engineering geology, civil engineering, or a related field. A Master's degree in a water resources-related field is highly desirable.

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.

Registration as a Professional Engineer, Geologist or Hydrogeologist within the State of California is not required but highly desirable.