

## **PROJECT MANAGER**

### **DEFINITION**

Under administrative direction of the General Manager, the Project Manager performs a variety of highly responsible, complex project and program management on long-term water sustainability, strategic planning initiatives, water resource management, and other designated projects. Project Manager provides analytical support to the General Manager; routinely gathers and analyzes information pertaining to District services, procedures, operations, budgets or facilities; develops solutions and implementation methods as well as the cost and effects of solutions; presents work in progress and preliminary findings; and manages internal and external communication.

### **CLASS CHARACTERISTICS**

This is a management level classification responsible for oversight and development of a variety of complex activities, projects, and programs related to long-term water management and supply issues, public and government affairs, communications, strategic and long-range planning. This position reports to the General Manager and is distinguished from that higher-level position by the latter's overall responsibility for District operations.

### **CLASS INFORMATION, SUPERVISION RECEIVED AND EXERCISED**

Supervised by:	District Manager
Exercises supervision over:	None
MOU:	Management, Supervisory & Confidential
Status:	Full-time, exempt

### **ESSENTIAL DUTIES (Duties may include, but are not limited to, the following)**

Develops, implements, and monitors short and long-term projects, plans, goals and objectives focused on achieving the District's mission, strategic plan, and Board priorities

Conducts special studies, coordinates and monitors projects concerning District or departmental procedures or policies, programs and grants

Provides direction to and manages the work of consultants and project teams to insure quality products or services are delivered on schedule and within budget

Maintains an in-depth knowledge of integrated water resource issues that affect the District including water supply distribution, long-range water planning, water conservation, supplemental water supply, environmental and safety concerns

Studies and analyzes the objectives, policies and needs of the agency to develop and implement strategies, in an effort to promote ideas, projects and services

Develops and implements a variety of District-wide and project-based strategic public

relations/communications plans; develops and conducts surveys, analyzes results and makes recommendations and initiates action

Plans and directs the development and communication of informational programs to inform and educate customers and stakeholders on the District's goals, projects and accomplishments

Establishes and maintains cooperative relationships with representatives of the community, government agencies and public officials, customers and public interest groups

Identifies, applies for and administers grants to fund special projects and/or programs; directs the work of grant consultants and/or assigned staff

Represents the District in dealings with constituent agencies, and with other industry and local, state and federal governmental agencies, and professional organizations

Oversees and manages the preparation of requests for proposal and agreements for various specialized professional services contracts. Acts as the project manager

Conducts special studies involving research and analysis of complex and sensitive information; develops recommendations and alternative solutions and implements initiatives

Prepares and administers the annual budget for special projects and related activities

Formulates and interprets policies, goals, objectives and procedures in support of the General Manager while adhering to the District's mission, strategic planning goals and Board governance policies

Acts as District representative before stakeholder and interest groups, and on various committees and projects

Researches issues and prepares responses, as directed

Assists and provides support to more complex administrative projects and studies  
Assists in designing reporting and other procedures to be integrated into management information systems

Collects, compiles and organizes data for reports, recommendations, policies, special projects and public inquires

Composes and prepares correspondence and reports utilizing word processing equipment or computers; may perform some clerical assignments

Demonstrated ability to schedules and prioritizes work  
Willingness to work on a flexible schedule, including occasional evening and weekends

Perform website updates, monitor website district wide, make recommendation for website design, monitor and update social media. Work with department managers updating the website;

### **QUALIFICATIONS**

#### **DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:**

- Project management methods and best practices
- Principles and methods of research and statistical analyses
- Methods and techniques used in developing communications for internal and external audiences
- Pertinent local, State and Federal laws, rules and regulations
- Principles and practices of policy development and implementation, and of government systems and processes
- Design principles and practices including planning, organizing, assigning, and reviewing work
- Knowledge of principles of website development
- Principles and practices of leadership, motivation, team building and conflict resolution
- Issues and regulations related to water management and supply
- Effective and appropriate outreach strategies
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Managing and directing communications/outreach program services and activities while simultaneously analyzing public information activities and initiating procedures for improving public information efforts to reach diverse target audiences
- Communicating effectively both orally and in writing to the District, media, community, stakeholders and elected officials
- Ability to make successful oral presentations before a wide variety of groups and facilitate public meetings and workshops
- Interpreting and communicating technical information to technical and nontechnical audiences
- Knowledge of the principles of document management, file conversion to digitize cloud base management
- Applying organizational, creative, interpersonal and business skills to assigned tasks
- Business and Engineering technology and applications
- Working knowledge of office procedures and practices
- Attend Board of Directors meetings and other meetings as directed English usage, spelling, grammar and punctuation

#### **ABILITY TO:**

- Coordinate the development and administration of District-wide programs, projects, goals, objectives, and procedures

- Interpret and apply District policies, procedures, rules and regulations as well as local, State and Federal laws, rules and regulations
- Communicate clearly, effectively and concisely orally and in writing.
- Establish and maintain effective working relationships
- Serve as a District resource on public administration and public information
- Proficiently use and adapt to changing technologies and learn functionality of new equipment and systems
- Plan and organize work of self and others to meet changing priorities and deadlines
- Work independently and as part of a team, and manage multiple projects simultaneously
- Complete assigned work in an efficient, timely and accurate manner
- Operate a motor vehicle safely

### ***TRAINING AND EXPERIENCE GUIDELINES***

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

***EDUCATION:*** Equivalent to a Bachelor's degree in Engineering, Public Administration, Business Administration, Science or a related field. A Master's degree in a related field is preferred.

***EXPERIENCE:*** Four (4) to six (6) years of progressively responsible experience in project management, planning, environmental programs, and analysis of technical issues or closely related field.

#### ***DESIRABLE QUALIFICATIONS:***

- Engineering background with water agency or water project experience
- PMP or equivalent certification will be an advantage
- Advanced use of technology applications

### ***CERTIFICATIONS, LICENSES, AND REGISTRATIONS***

- A valid California class C driver's license must be maintained at all times
- Must obtain and continue to maintain a California Department of Public Health Grade D-2 Distribution Operator's Certificate within eighteen (18) months of employment in the position

### ***PHYSICAL AND SENSORY REQUIREMENTS***

- Some travel required in conducting District business that requires the ability to travel to different sites and locations
- Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens
- Ability to speak and hear at normal conversational levels in person and over the telephone
- Manual dexterity to write legibly and to use calculators, computer terminal, and other

general office machines

- Sits for extended time periods with repetitive hand movements in performance of daily duties
- Ability to lift and carry up to forty (40) pounds; ability to reach, bend, twist, turn or crouch to conduct survey work or to use files and records
- Ability to occasionally walk on uneven and slippery surfaces
- Some exposure to outdoors