

FLORIN RESOURCE CONSERVATION DISTRICT/
ELK GROVE WATER DISTRICT
CLASS SPECIFICATION

*FRC/EGWD is an equal opportunity employer.
Employment is at-will.*

POSITION:	Program Manager
DEPARTMENT/DIVISION:	Administration
DIRECTLY REPORTS TO:	General Manager
FLSA:	Exempt
DIRECTLY SUPERVISES:	N/A

Job Definition

This position provides project and program management, including coordination and implementation; conducts administrative research; completes grant applications and grant management; and conducts legislative tracking; This position will also oversee the water conservation efforts of the District; the District's accident prevention and safety program in compliance with all Federal and State industrial safety codes, regulations, and standards; and be responsible for planning, developing, and conducting external and internal information and education programs; and serves as a member of the District's Leadership Team.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

General Administration

- Develops and administers policies, procedures, and operations.
- Develops and directs the implementation of goals, objectives, priorities, and work standards.
- Participates in collaborative efforts to improve work processes and objectives throughout the District.
- Prepares and manages budgets for the program manager department and assigned programs.
- Works with vendors and suppliers to obtain needed goods and services.
- Prepares grant applications; and administers and monitors grants.
- Writes Request for Proposals (RFP)/Request for Quotations (RFQ) and contracts.
- Attends Board meetings and other meetings, and makes presentations are required.

Public Information and Outreach

- Represents the District and/or the General Manager in meetings, hearings, workshops, and regulatory proceedings with representatives of governmental agencies, professional organizations, businesses, community organizations, and the public.
- Serves as a contact for specific programs and projects.
- Assists in responding to inquiries from the public, news media, local, state, and federal government leaders, elected representatives, and other water agencies and associations.
- Coordinates and prepares pamphlets, brochures, booklets, newsletters, bill inserts, reports, and other in-house and external publications.

Program/Project Management

- Plans, organizes, directs, and controls programs and projects with District-wide implications and ensures that internally and externally imposed program requirements are met.
- Establishes goals and objectives for the District for assigned programs and projects.
- Develops and maintains informational and statistical reports regarding assigned program performance, goal attainment, and service levels.
- Prepares a variety of periodic progress and special reports related to programs and activities.
- Conducts and prepares comprehensive reports.

Legislative Analysis

- Performs legislative advocacy and support.
- Monitors new/revised/proposed legislation and developments related to the District.
- Evaluates and interprets local, state, and federal regulations and their impact on District operations and programs.
- Prepares legislation status reports for the General Manager and the FRCD Board of Directors (Board).

Conservation Activities

- Develops, implements, and manages water conservation programs.
- Analyzes internal and external issues regarding local, regional, and statewide regional water policy.

Safety

- Chairs the District's Safety Committee.
- Plans, organizes, evaluates, implements, and manages the District's safety programs.
- Investigates occupational injuries or illnesses.
- Analyzes accident/injury reports and develops recommendations for eliminating or mitigating hazards.
- Plans, develops, and conducts training on specific safety topics to District employees.
- Develops and distributes safety-related information and materials.
- Maintains records of safety training attended by employees.
- Schedules, performs, and documents safety inspections of District facilities and equipment.
- Maintains and edits the Employee Code of Safe Practices and Injury & Illness Prevention Plan.

Qualifications

Knowledge of:

General Administration

- Public administration principles, practices, and methods of administrative and organizational analysis.
- Business computer user applications as related to word processing, spreadsheets, and databases.
- Methods and practices of modern office management.
- Basic accounting/budgetary principles and practices.
- Available grants and grant application procedures.
- RFP components and preparation techniques.

Public Information and Outreach

- District rules and practices for the public release of information.
- Functions and missions of publicly appointed Boards or Commissions.

Program/Project Management

- Policies, principles, and resources related to the program(s) to which assigned.
- Program monitoring and evaluation techniques.
- Advanced principles and practices of project/program development, management, and administration.
- Advanced principles and practices of research, analysis, and report writing.
- Principles and techniques of analytical and statistical analysis.
- Water industry and conservation terminology, equipment, and procedures.
- Resource planning and forecasting principles, methods, practices, and techniques.

Legislative Analysis

- Applicable federal, state, and local laws, rules and regulations relating to water districts.

Conservation Activities

- Principles and practices of conservation management and planning.
- Principles and practices of environmental impact assessment and related regulatory processes.

Safety

- Federal, state, and local laws, rules, and regulations regarding occupational health and safety.
- Water utility safety practices (including Title 8 and the California Code of Regulations).

Ability to:

General Administration

- Evaluate alternatives, apply logic, and reach sound conclusions when analyzing problems.
- Select, supervise, train, and evaluate staff.
- Plan, assign, review, and direct the work of assigned staff.
- Prepare clear and concise management-level reports and correspondence.
- Use computers, computer applications, and software.
- Identify potential grant and funding sources.
- Establish and maintain cooperative working relationships with outside vendors and contractors.
- Communicate proficiently with District management, co-workers, the public, outside vendors and contractors in written and oral form.

Public Information and Outreach

- Develop and disseminate informational materials.
- Make clear and concise presentations to staff, the Board, and to the public.

Program/Project Management

- Manage multiple programs, projects, priorities, and deadlines.
- Effectively plan, develop, and implement a program or project with a broad scope and high degree of complexity.
- Analyze administrative, operational, or organizational problems and issues.
- Collect and analyze large volumes of data and reaching a conclusion supported by the research.
- Make program or project changes based on analysis of results, new legislation, or departmental changes.

Legislative Analysis

- Research, interpret and apply technical information, e.g., complex rules, laws, regulations, ordinances, policies, and standards.

Conservation Activities

- Analyze water policy issues.
- Make educational presentations to schools and other forums.

Safety

- Identify and correct unsafe working conditions and practices through on-site inspections.

Physical Requirements

- Use fine gross motor coordination in performing data entries into the computer while sitting for prolonged periods of time.
- Coordinate eyes, hands, and fingers to perform semi-skilled tasks.
- Hear normal conversation in person and on the telephone.
- Vision must be sufficient to accomplish the duties of the position, which may include operating a company vehicle.
- Lift, carry, push, and pull 50 pounds.
- Travel infrequently by vehicle for District related duties and activities.
- Intermittently twist and reach for office equipment.

Required Certifications and Licenses

Possession of a valid Class C Driver's License.

Required Education and Experience:

- Possession of a bachelor's degree from an accredited college or university with a degree in business, public administration, or technically related field.
- Five-plus (5+) years of relevant government experience.