



CAMBRIA COMMUNITY SERVICES DISTRICT

POSITION SPECIFICATION

Position	Program Manager
Organization	Cambria Community Services District
Location	Cambria, California
Reports to	Utilities Department Manager
Website	www.cambriacsd.org

DEFINITION:

Under direction of the Utilities Department Manager, the program manager performs a variety of professional level duties in the management and administration of assigned programs or program-related systems; provides administrative oversight in the development, implementation, and management of programs related to water resources: water use efficiency, water supply planning, water systems operations, wastewater collection, treatment and reuse, public works contracting, contract administration, and regulatory compliance; may collaborate with governmental agencies, other departments, and community organizations to provide information and may also manage programs that are District-wide; does other related work as required.

This is an exempt management position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Using a variety of computer systems, databases, and other tools, the program manager researches, collects, receives, compiles, integrates, validates, and analyzes information and data in support of water resource planning, water supply development, environmental planning, capital improvement projects, permitting, and other water and wastewater management programs.
- Designs, implements, and manages a variety of water resource programs, both on-going and of limited duration; develops and maintains working relationships with staff from a variety of other local and regional agencies on water resource matters; keeps abreast of technologies and programs in water resource planning; serves as liaison between the District and other government agencies at the local, state, and federal levels.
- As Chief Compliance Officer for the Utilities Department, ensures timely and accurate submittal of all reporting requirements; consults with and trains water and wastewater managers in the operation of reporting software and web applications for permit and contract compliance, interpretation of permit requirements, and associated data collection and reporting, including Department of Industrial Relations (DIR) project registration for the District.

- Works on technical projects for the District operations and water and wastewater operations and related capital improvements; performs paraprofessional work in the planning, permitting, and contract coordination of engineering projects; coordinates and monitors the work of assigned project consultants and contractors; ensures compliance with public works contracting laws and regulations; reviews current, proposed, and newly adopted rules, regulations or related materials for impact on facilities, division operations, and management and makes recommendations to the UDM/DE and/or General Manager.
- Coordinates and manages the implementation of contracts and agreements for the District.
- Assists in coordinating the process of grant acquisition and implementation for the District.
- Analyzes availability and feasibility of grant funding for District water resources initiatives including water use efficiency, and water and wastewater projects; completes grant applications to secure funding; ensures all reports and program budgets required by grant programs are completed as required.
- Provides program consultation and recommendation to management, staff, and the public; designs, implements and manages business process automation based on evaluation of departmental needs and goals; collaborates with District staff, governmental agencies, outside districts, and community organizations to ensure cross-functional projects align with departmental and District-wide goals.
- Prepares comprehensive reports and technical research for presentation and/or publication; prepares maps, charts, graphs, diagrams, press releases, web content and factsheets.
- Performs a wide range of professional level analyses in support of ongoing and ad-hoc reporting requirements, as assigned.
- May supervise and evaluate the performance of assigned staff.

KNOWLEDGE/SKILLS/ABILITIES:

KNOWLEDGE OF:

- Principles and practices of the administration of wastewater collection, treatment, disposal, reclamation, and recycling systems.
- Principles and practices of staff supervision, including hiring, directing, evaluating, training, disciplinary actions, and compliance with applicable employment related statutes and policies.
- Methods, materials, and equipment utilized in the operation, controlling, monitoring, testing, and maintenance of wastewater treatment, collection, disposal, and recycling systems.
- Basic computer operations including wastewater systems controls, word processing, spreadsheets, email, and systems reporting.
- Applicable Federal, State and County laws and regulations relating to wastewater collection, treatment, disposal, reclamation, and recycling systems.
- Applicable safety rules of wastewater collection, treatment, disposal, reclamation, and recycling systems.
- Chemical processes which occur in wastewater collection, treatment, disposal, reclamation, and recycling systems.
- Reading and interpreting scaled drawings, which may be prepared by architects and engineers.
- Reading, interpreting, and applying complex regional, state, and federal regulations.
- Coordinating the collection, documentation, filing, and archiving of operational data.
- Researching, developing, and implementing program improvements.
- Contract administration and compliance.
- Developing and monitoring departmental budgets and adhering to purchasing and procurement standards and policies.
- Community outreach, basic public relations, and public meetings presentations.

ABILITY TO:

- Understand, interpret, apply, and explain District policies, regulations, and programs, as well as federal, state, and local laws applicable to those policies, regulations, and programs.

- Accurately collect, assemble, and interpret data from multiple sources and present recommendations and/or analyses in non-technical formats easily understood by the public.
- Understand legal and statistical data, water resource management techniques and water quality analyses in technical reports.
- Work across departmental boundaries and develop solid working relationships in preparing reports that are reliant upon data produced by other departments.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet crucial deadlines.
- Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, and respectful, and to actively participate in maintaining a positive customer service environment.
- Use technology and business applications such as word processing, spreadsheets, databases, GIS, mobile tablets, and engineering applications.

REQUIRED QUALIFICATIONS:

EXPERIENCE: A combination of experience and/or education providing the required knowledge, skills, and abilities necessary to satisfactorily perform all essential duties and responsibilities is most important. Experience with a public agency in a supervisory role is highly desirable.

EDUCATION: A Bachelor’s degree from an accredited college or university is required. Preferred majors for this role include natural resource management, civil, environmental, or sanitary engineering, management, biological science, chemistry, environmental technology, environmental science, urban planning, public administration, or a closely related field.

LICENSES:

1. A valid California Class “C” driver’s license is required. Must maintain satisfactory DMV record and ability to maintain insurability.
2. Must be able to obtain a Water Use Efficiency Grade I certification within 2 years of hire date.

The following certifications are desired but not required: Irrigation Association Landscape Manager Certification, Grade 1 Water Distribution Operator, Treatment 1 Operator, GIS certification.

OTHER SPECIFICATIONS:

Must be willing and able to work alternating shifts and weekend work to provide supervisory coverage after normal workday and/or irregular and on-call emergency requests on nights, weekends, and holidays. May be subject to formal standby or around-the-clock operations as situations warrant.