



BYRON-BETHANY IRRIGATION DISTRICT

WATER RESOURCES SPECIALIST

Salary: \$135,148 to \$164,268

(Depending on Qualifications)

This is the entry-level position. Initially under close supervision, incumbents perform routine duties while learning District water resources and operations. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise

GENERAL PURPOSE

Under general direction, plans, organizes, and participates in the work of staff engaged in technical analysis, policy development and planning of water resources issues, water supply projects, water conservation, and/or the implementation of water management programs affecting the near-term and long-term provision of safe and reliable water supplies for the District; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This incumbent shall be a quick learner, well organized, self-confident, a good communicator and have an open, approachable, collaborate, management style. This position requires an individual who is personally engaging, accessible, politically astute and has a comfort with and desire for interacting with growers, water customers, local and regional governmental agencies, business leaders and community residents and stakeholders. This position will also possess a strong commitment and track record of working collaboratively with others and being able to support the General Manager and Assistant General Manager by effectively caring out the day-to-day duties and responsibility of the position with a positive and energetic personal style.

SUPERVISION RECEIVED

Receives general direction from General Manager/Assistant General Manager.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Assists in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, ensuring alignment with the District's strategic and operational plans.



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- Assists with the development and administration of the District's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Assists in project management, overseeing the evaluation and selection of consultants retained to perform specialized and complex technical studies and analyses on issues such as the development of water supply projects, water demand forecasting, capacity charge calculations, seasonal water storage, wheeling, water supply reliability and economics, water rates, water management programs, and computer modeling and database management; establishes project schedules; drafts or reviews professional services Request for Proposals (RFP) and project/funding proposals; sets scopes of work, negotiates and oversees administration and management of agreements for professional services; reviews work in progress and approves final draft work products.
- Assist in the administration of the District's water management and drought management programs; works with the San Luis & Delta-Mendota Water Authority, Bureau of Reclamation, California Department of Water Resources, to develop and refine water management and/or local supply programs.
- Carryout day-to-day management of water accounting for all service areas particularly for the Central Valley Project through the San Luis & Delta-Mendota Water Authority and the Bureau of Reclamation
- Represent the District as a Groundwater Sustainability Agency (GSA) at Sustainable Groundwater Management Act (SGMA) subbasin meetings and participate in development of Groundwater Sustainability Plans to ensure compliance with state law.
- Perform grant writing and management for funding for District's capital improvement projects.
- Assists in responds to District's external stakeholder requests for information and support on water resources, water, water supply regulatory criteria, local project funding, and water management issues; coordinates activities of staff as it relates to programs managed by the incumbent.
- Tracks, evaluates, and prepares reports and presentations on water resources issues and programs to District management and Board.
- Assist management and staff serve the Byron Sanitary District through planning, operations, capital improvements, construction, and grant writing and management.
- Works closely with other urban agencies, agricultural agencies, and other organizations to pool resources for studies, development of position papers, and technical evaluations in areas of mutual interest.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Ability to obtain knowledge of:

- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.



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- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- Principles, procedures, standards, theories, practices, information sources, and trends in the field of water resources.
- Concepts, theories, principles, and practices of land use, physical design, environmental, agriculture, water treatment technology, water quality, and social/economic demographics as applied to water utility planning.
- The District's management programs, water conveyance systems, and local supply development funding programs.
- Water transfers and water exchanges.
- District pricing and billing policies.
- Application, modification, and interrelationships between ordinances, policies, standards, procedures, and practices associated with water resources, reclaimed water, and groundwater planning and project implementation.
- Principles and practices of public policy development.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility. — Terminology, symbols, methods, and techniques used in water resources planning.
- State and regional government organizations.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Water Supply Planning and Conservation program.
- Assist with the preparation, administration, and monitoring of a division/ department budget. — Make effective oral presentations of ideas and recommendations. —
- Interpret and apply complex rules, regulations, laws, and ordinances. —
- Provide technical assistance and staff leadership on water resources planning issues.
- Analyze technical planning and programmatic problems, evaluate alternative approaches, and develop effective solutions.
- Review and analyze technical water resource documents and proposed legislation in assigned areas of responsibility.



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- Prepare detailed written material, including staff, administrative, economic, and water use statistical reports using various software packages, including Microsoft Excel, Word, PowerPoint, among other software packages.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Bachelor's degree from an accredited college or university with major coursework in natural or physical sciences, environmental or civil engineering, economics, natural resources management, urban or regional planning, public administration, or a related field. Advanced degree preferred but not required.
Licenses/Certifications: Registered Engineer preferred but not required.
- A valid California Class C driver's license and ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL DEMANDS

On a daily basis, the essential duties of this classification are performed primarily in a controlled temperature office and require the ability to: sit for extended periods of time in front to a computer screen, use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone, computer keyboard, and other office equipment; speak and hear to receive and provide information in person and on the phone; see sufficient to perform assignments; and intermittently twist to operate equipment or supplies surrounding desk.

Occasionally, the essential duties of this classification are performed in the field under various climatic and geographic conditions and an environment with exposure to high frequency and construction noise, dust, allergens and other environmental irritants and around moving equipment and vehicles and require the ability to: use feet and hands to operate a vehicle and to crawl into confined spaces or up ladders when inspecting field sites.



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Application and Selection Process

Interested parties should submit a compelling cover letter and comprehensive resume to General Manager – CONFIDENTIAL at admin@bbid.org. This recruitment will proceed to interviews when a pool of qualified candidates expresses an interest.

Byron-Bethany Irrigation
District 7995 Bruns Road
Byron, CA 94514

Administrative Office Hours: Monday-Friday 8 a.m. to 3 p.m.

Email and/or fax application materials directly to: admin@bbid.org or Fax (209) 835-2869

Confidential inquiries are encouraged and welcome. Please contact Mr. Edwin Pattison, General Manager at (209) 968 – 4436 or by email at e.pattison@bbid.org.

Visit the District's Website at www.bbid.org

Verification of Employment: The District may conduct a background investigation and/or conduct verification of a candidate's employment history, education and training and other information contained in the Employment Application and any other materials submitted by a candidate in an application packet.

Conditional Offer of Employment: An offer of employment will be conditioned upon legal ability to work in the United States; passing a medical examination, which will include drug screening; and verification of a candidate's employment history, education and training, other information contained in the Employment Application, and any license requirements.

Byron-Bethany Irrigation District is an Equal Opportunity/ADA

Employer BENEFIT PACKAGE INCLUDES:

Medical Insurance
Dental Insurance
Vision Insurance

Life & Disability Insurance
Employee Assistance Program
CalPERS Retirement Plan

Paid Medical Leave
12 Paid Holidays
Paid Vacation Hours