

Sonoma County Water Agency  
CAT. NO. I JGRP. NO. III  
Salary Range \$175,908 - \$213,804

1020  
Established: 10/94  
Revised: 11/09

## **WATER AGENCY GENERAL MANAGER**

### Definition

Subject to determination of policy by the Board of Directors and the County Administrator, plans, organizes, directs and coordinates all activities and functions of the Sonoma County Water Agency in relation to the management and conservation of water resources and reclamation; and performs related duties as required.

### Distinguishing Characteristics

The Water Agency General Manager is the principal administrative person in overall charge of the Sonoma County Water Agency. The incumbent is in a position of trust and confidence and serves as the Agency head and appointing authority for all employees in the Sonoma County Water Agency. The Water Agency General Manager provides advice and consultation on all matters related to the requirements of the Agency and in all matters relating water, sanitation, recycling, conservation, environmental affairs and flood control.

### Typical Duties

Provides leadership and administrative policy direction; coordinates administration of all Agency divisions; evaluates performance of subordinate managers; conducts meetings and conferences with Agency staff; advises the Board of Supervisors regularly of water, wastewater, flood control and conservation issues.

Directs the research, analysis and formulation of the Agency budget; determines departmental budget priorities; prepares and justifies program and budget recommendations to the County Administrator and the Board of Supervisors; ensures that budget expenditures are properly controlled.

Establishes and evaluates monitoring and evaluation systems; establishes measurable standards for reviewing the success of the plan and the new water, wastewater and flood control systems and services.

Interviews and selects top management staff; reviews and approves staff training programs; recommends changes in position classification consistent with organizational structure; evaluates the performance of subordinate managers; approves or disapproves merit salary increases; adjusts employee grievances within limits of delegated authority, has authority to hire and discharge in the Water Agency; delegates authority and holds subordinate managers accountable for the efficient administration of their divisions or sections.

Develops a program to monitor and manage stream flows in the Russian River and consideration for all beneficial uses; ensures future water planning and modeling of water availability and usage for resource management purposes.

Negotiates contracts with other agencies for intake, treatment, storage, transmission, and resale of water.

Directs and coordinates preparation of rate schedules for the resale of water delivered to other agencies and customers; directs and coordinates preparation of rate schedules for the collection, treatment, storage and disposal of waste water, and the reuse of reclaimed water for customers served by the Agency.

Directs and coordinates the preparation and administration of the Agency budget; reviews and evaluates current programs, anticipates future needs, and formulates long-range goals of the Agency.

Consults with legal counsel concerning matters of litigation, contracts and Agency operations; monitors legislation on the state, federal and local level; directs and coordinates changes required by new legislation.

Plans and directs the selection, training, assignment, supervision, and evaluation of employees; plans and directs Agency employees in areas of financial and program management.

Coordinates planning and other activities of the Agency with those of other public agencies and various county departments.

Coordinates preparation and release to the media of information related to the programs and services of the Water Agency.

Advises the Board of Supervisors and the County Administrator of any changes in state laws or regulations that will have an impact on the delivery of water, wastewater, flood control and reclamation services; provides the Board of Supervisors and the County Administrator with specific plans, costs and recommendations needed to meet legal requirements.

Confers and advises with citizen groups, advisory bodies and others concerned with Agency programs and activities; represents the Agency and speaks before public bodies, groups, organizations and the public on matters pertaining to Agency programs and activities; and attends conferences and seminars to keep informed of new developments and technologies.

Directs the preparation of a wide variety of plans and reports, and maintenance of Agency records and documents.

Establishes and maintains effective communication and working relationships with related County departments and key officials of state, federal and local agencies.

### Knowledge and Ability

**Extensive knowledge of:** the principles and practices of water, wastewater and water resources management and administration; the political attitudes and concerns surrounding water and wastewater conservation, control and utilization.

**Thorough knowledge of:** laws, regulations and legal opinions relating to water rights, water supply and transmission activities, water quality, environmental activities, waste water and water reuse activities, and flood and drainage control activities; economics and infrastructure financing of domestic water supply and transmission systems, sanitation systems, reclamation, and flood control systems; the principles and practices of public works administration and organization including personnel and fiscal management; and working knowledge of budgetary practices and procedures; English syntax and grammar.

**Ability to:** plan, organize, and coordinate the activities of an agency with diverse major ongoing program responsibilities; establish and maintain harmonious working relationships with subordinates, representatives of other county departments, public agencies, private contractors, engineers, architects, and the general public; plan, organize, and coordinate the activities of a large department of highly specialized professional and technical employees; interpret, explain, and apply applicable laws, rules, regulations, ordinances, and federal, state and local legislation; prepare and direct the preparation of simple, concise comprehensive written reports and oral presentations containing alternate solutions and recommendations regarding specific resources, plans and policies; provide effective leadership in the development of new or improved procedures and policies; ability to evaluate departmental policies and procedures; define problem areas, and direct the implementation of policy decisions and practices to improve department operations; and ability to exercise initiative, ingenuity, and sound judgment in solving difficult administrative, economic, technical, and personnel problems; serve as technical advisor to public officials, boards, and the general public on water resources, sanitation, and flood control matters; analyze and review staff reports and recommendations, and to give constructive criticism; effectively interview, select, train, supervise and evaluate subordinate managers; supervise and control the expenditure of funds and resources for the Agency.

### Minimum Qualifications

**Education:** Any combination of education and training which would provide the opportunity to acquire the knowledge and abilities listed. Normally, graduation from an accredited college or university with a bachelor's degree in public administration, business administration, engineering, environmental studies, geography, economics, physical and biological sciences, or a closely related field. A bachelor's degree in civil engineering is desirable.

**Experience:** Extensive administrative and management experience, which would provide an opportunity to acquire the knowledge and abilities listed. Normally, six years of professional management experience in a large public agency including water, wastewater, city or county government.

Responsibility for the development and implementation of complex public works/utility projects, programs, goals, policies, and strategies, is highly desired.

**License:** Possession of a valid certification of registration as a Professional Engineer issued by the State Board of Registration for Civil and Professional Engineers is desirable.

Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.