

**CITY OF BIG BEAR LAKE
DEPARTMENT OF WATER AND POWER
CLASS SPECIFICATION**

Class Title: Water Resources Manager

Class Code Number: 0101

Position Designation: Professional

Division: DWP

General Purpose of Position

The purpose of this position is to create an integrated conservation and water management plan, provide professional senior level support including complex analysis, the conducting of various studies and surveys, and other complex technical and professional duties. This position exercises direct supervision over field staff. May exercise direct and/or functional supervision over clerical and technical staff under the direction of the General Manager.

RESULTS STANDARDS

Results Standards set guidelines for the quality and correct procedure expected when performing any task for the City of Big Bear Lake.

- I. Customer Service:**
Government service is provided in a professional and effective manner with an emphasis on responsiveness and accessibility to both employees and the public.
- II. Professionalism:**
Job duties are consistently performed in a legal and ethical manner consistent with the code of conduct and standards applicable and appropriate to the position and particular specialized area.
- III. Production:**
Employee labor products are of high quality and are produced in a timely and cost-effective manner.
- IV. Critical Thinking:**
Decisions are made utilizing appropriate problem identification, analysis, and evaluation processes with a continual emphasis on innovation, ethics, and professionalism.
- V. Teamwork:**
Goals common to the organization are achieved through cooperation, coordination, and the development of professional relationships.
- VI. Professional Development:**
Employees are empowered to perform their jobs at the highest level and are encouraged to improve both personally and professionally. The overall quality of professionalism in the organization is improved through commitment, training, involvement, and education.
- VII. Leadership:**
Efficiency, effectiveness, and teamwork are promoted by all employees. The values of the City are properly communicated through the behavior of organizational leaders in a manner appropriate to their position.

CITY OF BIG BEAR LAKE

DEPARTMENT OF WATER AND POWER

CLASS SPECIFICATION

FORMAT

Result Statements: (in bold) describe common results expected of the Division or results specific to a particular position.

Performance Standards (preceded by a) describe the specific manner in which the associated Result Statement is achieved by this position. Multiple Performance Standards can be associated with each Result Statement and define the expectations for employee performance.

A. Professional level support is provided to the DWP.

- Strategic advice and technical support are provided regarding existing and proposed water resources, supplies and facilities for existing and proposed real estate developments.
- Customers' needs are met for existing and proposed real estate developments.
- A long term strategic vision for the development and operation of water storage and water service facilities is provided.
- Policies, standards and procedures are developed and administered for the DWP.
- Administers and oversees water service agreements.
- Ensures regulatory compliance for water quality.
- Prepares annual capital and operations budgets.
- Reviews and oversees new projects/construction.
- Routine analytical and technical work is completed accurately and in a timely manner.
- Complex research and analysis is performed in support of budget preparation and other standard Division/Department operations.
- Various surveys and studies are performed in accordance with professional standards and methodologies.
- Completes assignments for various field and project management responsibilities by the General Manager.
- Develops, implements, maintains and provides reports for all assigned projects and programs.
- Represents the City to various intra- and inter-governmental agencies and other organizations.
- Prepares and presents policy recommendations to senior management and/or governing bodies.

B. Special projects are completed in a timely and professional manner.

- Research and analysis are conducted in accordance with professional standards in support of special projects.
- Reports are prepared in a timely manner in accordance with professional standards.

CITY OF BIG BEAR LAKE

DEPARTMENT OF WATER AND POWER

CLASS SPECIFICATION

- Oral and written presentations are made to management, the Water Board, the City Council, and other appropriate parties to provide accurate information and sound recommendations.
- Grant applications are prepared and submitted for various programs in accordance with accepted professional practices.
- C. The policies, procedures, and productivity of the Division/Department are improved.**
 - Policies and procedures are developed, reviewed, and implemented under the direction of the General Manager.
 - Policy discussions and recommendations are provided as requested by the General Manager, the Water Board and staff.
 - Appropriate training is sought out and attended as approved by the General Manager.
 - Additional duties are sought out and performed in order to increase the professionalism, effectiveness, and/or overall quality of the Division/Department as directed and/or approved by the General Manager.
- D. The management responsibilities of the Division are carried out.**
 - Assistance is provided to the General Manager in support of senior level and general management duties.
 - Staff are provided the resources and support to improve their professional skills through training, continuing education, and other appropriate activities.
 - Organizational goals and objectives are developed and implemented in a cost effective and professional manner.
 - Performance evaluations for subordinate staff are completed in a professional and timely manner.
 - Represents the DWP at Water Board meetings and other meetings as directed by the General Manager.

Qualifications

Education: A Bachelor's degree in a related field is required. A Master's degree is preferred.

Experience: Five years of related senior staff level experience in the public sector is desired.

Knowledge, Skills, Abilities, and Personal Characteristics

This position requires the knowledge of and ability to use sound statistical and research techniques. Knowledge of the principles and practices of public administration, personnel and financial procedures, community development, community relations and inter-governmental relations is required.

The individual should be able to exercise sound judgment, be able to plan, be well organized, have excellent verbal and written communication skills, work well under pressure, be proactive, flexible, and cooperative. The individual must be accurate, timely, discreet and able to maintain confidentiality on appropriate issues.

**CITY OF BIG BEAR LAKE
DEPARTMENT OF WATER AND POWER
CLASS SPECIFICATION**

Physical Requirements

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may require extended periods of sitting. Light lifting (up to 25 lbs.) is required occasionally. This position requires manual manipulation of a keyboard, phone, and other standard office machines.

Tools

This position requires the use of a PC, must be proficient with word processing, spreadsheet, data base, presentation, and statistical software, and standard office equipment.

Work Environment

Most of the work for this position will be performed indoors in an office and involve exposure to moderate levels of noise. Infrequently, outdoor work (observations, interviews, etc) will be required. Outdoor conditions vary from hot to extremely cold temperatures. Outdoor work may involve exposure to wind, rain, snow and high levels of noise. The majority of work associated with this position will be performed sitting down, word processing or answering the phone. This position involves a substantial amount of contact with both employees and citizens both face to face and over the telephone.