

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
LAND RESOURCES MANAGER/ASSISTANT GENERAL MANAGER

DEFINITION

Under administrative and general policy direction, provides highly responsible and complex management assistance to the General Manager in coordinating and directing District activities and operations; assists the General Manager in executing the long-term vision for the District in collaboration with the Board of Directors and District staff; oversees, plans, develops, and manages a variety of complex land and resources programs and activities including overseeing land resources studies, analyses, and special projects; coordinates assigned activities with other District departments and outside agencies; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative and general policy direction from the General Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This executive management classification oversees, directs, and participates in all activities of the District's operations, including short- and long-term planning, policy development and administration, and enforcing all District policies and procedures. The incumbent regularly interacts with the General Manager, Board of Directors, and District staff in obtaining and coordinating projects and information. Successful performance of the work requires knowledge of public policy, district functions, and activities, including the role of an elected governing board and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities among District staff and agencies and managing and overseeing the complex and varied programs, projects, and activities of the assigned functions. The incumbent is accountable for accomplishing District-wide planning and operational goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists the General Manager in planning, organizing, and directing the services and activities of District projects and programs.
- Participates in the development and implementation of goals, objectives, policies, and priorities for District programs.

- Contributes to the overall quality of the District's service provision by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Participates in the development, administration, and monitoring of assigned budgets; develops and evaluates alternative project financing techniques; administers grant programs; researches funding assistance from various sources; negotiates the conditions and terms of funding agreements.
- Plans, manages, and oversees the daily functions, operations, and activities of District land resources management including long-term natural resource management and permitting plans and District environmental policy; develops strategies for invasive plants removal, wildfire, access, and permitting and monitoring management activities
- Manages the development and implementation of the Habitat Conservation Plan, including habitat and wildlife management to support operational decisions and long-term planning and for compliance with applicable federal and state regulations; and developing strategies for habitat restoration and species management activities.
- Oversees the development of the geographic information system (GIS) database used in land management and site maps; prepares and updates District maps to show current ownership and document activity including photographs, notes and other permanent records.
- Coordinates land resources operations with activities of other departments, consultants, contractors, and outside agencies.
- Acts as technical expert on projects and to partner agencies related to District owned or managed lands including oversight of environmental consultants for the purpose of ensuring legal and regulatory compliance of State and Federal requirements
- Monitors all property uses under easement or lease; ensures conformity with the conditions of easements, held leases or other requirements; ensures boundaries of district owned and managed lands are marked and posted; maintains good relations with bordering property users and owners.
- Manages and coordinates the planning, design, and construction of land resources projects.
- Manages the development of consultant requests for proposal; evaluates proposals and makes recommendations on project awards; monitors and ensures contractor compliance with District standards and specifications as well as time and budget estimates.
- Develops a variety of technical reports related to natural resource data, project environmental review, environmental compliance monitoring, and environmental mitigation; advises District management, Board of Directors, and other stakeholders on the same.
- Collects and analyzes data on habitat and land management issues including water operations and changes to surface and groundwater systems and develops recommendations on policies, procedures, goals, and objectives based on analyses.

- Meets and confers with other agencies to obtain or provide resource planning data; receives current and updated data from a variety of sources; reviews and prepares data to ensure compatibility with District needs and systems.
- Participates on and makes presentations to the Board of Directors and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of District operations and other types of public services as they relate to the area of assignment.
- Represents the District on various intergovernmental committees, task forces, and commissions pertaining to District management and assigned program matters.
- Monitors changes in laws, regulations, and technology that may affect District operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the General Manager.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to land resources programs, policies, and procedures, as appropriate.
- Serves as Acting General Manager in the absence of the General Manager as required.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices including goal setting, program development, implementation and evaluation, and project management.
- Public agency budgetary, contract administration, and District-wide administrative practices related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the land management area.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to land and habitat management.
- Land management principles and practices including planning, development, design, construction, operation, and maintenance of conservation programs.
- Methods of preparing, plans, specifications, cost estimates, reports, and recommendations relating to resources and water conservation work.
- Safe driving principles and practices.
- Principles and practices of budget development and administration.
- Practices of researching land management issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functional area.
- Record-keeping principles and procedures.

- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient land resources management.
- Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations, technical written material, and District policies and procedures.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in environmental science, biology or a related field, and seven (7) years of management or administrative experience in water and land resources management. Master's degree preferred.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect District development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.