



**CITY OF SANTA CRUZ
WATERSHED COMPLIANCE MANAGER**

Reports to Deputy Water Director/Operations Manager
Supervises Chief Ranger and Senior Environmental Projects Analyst
Bargaining Unit Mid-Management

BASIC FUNCTION

Under general direction, develops, plans, organizes, and manages the City's Watershed Compliance programs and activities; develops and implements programs and materials to promote watershed protection, regulatory compliance, water rights, land management, and recreation; represents the City on watershed compliance issues and fosters cooperative working relationships with regulatory and intergovernmental agencies, the public, the media, and other agencies; ensures that section functions meet all applicable laws, regulations, and City policies; provides professional assistance to City and Water Department management staff in areas of expertise; and performs other duties as assigned

DISTINGUISHING CHARACTERISTICS

This classification is a section manager level classification responsible for managing the complex and varied functions of the section, assisting with long-range planning, preparing watershed compliance plans for the City, and coordinating the activities of the section with those of other sections and departments. The incumbent is accountable for accomplishing sectional planning and operational goals and objectives and for furthering goals and objectives within general policy guidelines. The incumbent exercises general direction and supervision over assigned staff. This classification is distinguished from the next lower level classifications of the Senior Environmental Projects Analyst and the Chief Ranger in that the latter classifications are responsible for assisting in the implementation and coordination of water compliance and enforcement programs and projects. This classification is distinguished from the next higher classification of the Deputy Water Director/Operations Manager in that the latter classification is responsible for the management of all operations, programs, and activities of the Production, Water Quality, Distribution, and Watershed and Regulatory sections of the Water Department.

TYPICAL DUTIES *(Duties may include, but are not limited to, those duties listed below.)*

- Develops, plans, manages, and coordinates watershed compliance planning and projects; participates with other Water Department managers in strategic planning; assists with special projects in other sections and acts as a resource to other department staff in the area of water compliance.
- Manages the operations, services, and activities of the Water Compliance section; manages the work of consultants performing water compliance duties.
- Interprets, explains, and applies local, state, and federal regulations related to water rights and environmental protection.
- Represents the City of Santa Cruz in water rights, water supply, and environmental resource protection discussions and negotiations with State, County, and local water system authorities.

- Develops and maintains relationships with agencies having jurisdiction for mitigation requirements in the watershed including Department of Fish and Game, State Water Resources Control Board, CAL FIRE, and other regulatory agencies.
- Stays abreast of legislation, trends, and innovations in watershed management, restoration, and other related areas; review and analyze legislation for possible effects on Department's projects; develop recommendations and modifications to protect programs or policies.
- Develops and implements programs and plans, such as the Watershed Resources Management Plan, Habitat Conservation Plan, and vegetation management plans for watershed lands.
- Oversees regulatory reporting; develops and maintains monitoring programs.
- Participates in the development of policies and procedures; recommends programs, projects, and work assignments to higher level Water Department personnel; assures compliance with applicable rules, policies, and procedures.
- Oversees and participates in selection of staff; plans and directs staff training; reviews and conducts performance evaluations; resolves or assists in resolving employee issues; and recommends discipline.
- Develops, prepares, implements, and administers the budget for assigned functional areas; forecast staffing and resource needs to support watershed management and regulatory compliance functions.
- Pursues grants and the funding sources in support of operations including land management and recreation programs.
- Researches and prepares complex technical analyses and studies; prepares written correspondence and administrative reports.
- Makes formal and informal presentations to outside organizations, committees, commissions, and the City Council.
- Consults and advises other Water Department managers to ensure that construction and maintenance work performed by the department complies with environmental regulations.
- Acts as staff to technical committees or commissions.
- Performs other related duties as assigned.

WORKING CONDITIONS

Position requires prolonged sitting; standing and walking on level and uneven surfaces; reaching, twisting, turning, kneeling, bending, squatting and stooping; and working indoors and outdoors. This position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading written materials and a computer monitor. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper and documents weighing up to 25 pounds also is required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques of water resources management and water utility operations, including the technical issues related to water resources planning.
- Water supply issues, programs and strategies.
- Federal and state legislation and regulations related to water supply, environmental resource protection, and habitat conservation planning, such as federal and state Endangered Species Acts, the California Environmental Quality Act, and the National Environmental Policy Act.
- Environmental monitoring and assessment techniques, including data collection, analysis, and interpretation.
- Principles and practices of environmental impact assessment and related regulatory processes.
- Administrative principles and practices, including goal setting, program development, and implementation.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of budget development, administration, and accountability.
- Mathematics and statistical principles applicable to the preparation of watershed management studies and reports.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Methods and techniques of record keeping and report preparation and writing.
- Office practices, methods and equipment, including a computer and applicable software.
- Physical and natural sciences, including biology, geology, and hydrology.
- Vegetation management practices.
- Principles and practices of workplace safety.

Ability to:

- Manage and direct watershed, water resources, and recreation programs.
- Plan, organize, and direct the work of assigned staff and consultants.
- Interpret, explain, and apply applicable policies, procedures, laws, codes and regulations pertaining to watershed regulation and water resources management.
- Research and analyze technical, legal, and environmental issues and take or recommend appropriate actions.
- Analyze administrative, operational, and organizational issues, evaluate alternatives, and make sound decisions.
- Recommend adjustments to standard operating procedures to improve effectiveness of operation and comply with regulatory changes.
- Act as a technical advisor to the Director and departmental managers and staff.
- Develop and implement policies, procedures, and goals for assigned areas of responsibility.
- Communicate clearly, both orally and in writing; prepare clear and concise reports, and make clear and concise presentations.

- Develop and administer section and project budgets.
- Negotiate and administer contracts.
- Prepare and administer grants.
- Establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills, and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- Bachelor's degree with major coursework in natural resources, environmental science, ecology, environmental planning or a closely related natural resource management field and
- Three (3) years of progressively responsible administrative and managerial experience related to watershed, water resources, regulatory compliance or environmental planning including one (1) year of supervisory experience.

LICENSES/CERTIFICATES

- Possession of a valid California Class C driver's license and a safe driving record, or the ability to provide alternate transportation which is approved by the appointing authority.

DESIRABLE QUALIFICATIONS

- Professional degree or graduate work in one of the key environmental science fields (resources management, biology, fisheries, wildlife management, etc.).
- Experience in public utility or public agency.
- Master's Degree in Public Administration or related field

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Career Ladder

- Deputy Water Director/Operations Manager
- *Watershed Compliance Manager*
- Senior Environmental Projects Analyst
- Environmental Projects Analyst