



DEPUTY WATER DIRECTOR

DEPARTMENT: Water

DEFINITION: The Deputy Water Director will assist the Water Director in managing and directing the activities of the Water Department; to provide administrative and policy recommendations and guidance to the Board of Supervisors, independently and in concert with the County Administrator and County Counsel; to plan, organize and direct the activities of the Water Department; to provide highly complex staff assistance to the Water Director; to assume the responsibilities of the Water Director as assigned or required in his/her absence; and, to function as a positive and proactive team leader and team member.

LEVEL OF RESPONSIBILITY AND SCOPE: This confidential, management-level position receives administrative direction from the Water Director and may receive policy direction from the County Administrator and Board of Supervisors in the absence of the Water Director. Exercises direct supervision over management, professional, technical and clerical personnel.

REPRESENTATIVE DUTIES:

Duties may include, but are not limited to, the following:

- In the absence of the Water Director, assuming the responsibilities of the Water Director as necessary or as assigned.
- Assisting the Water Director in directing and coordinating the services, functions, and activities of Water Department.
- Advising, supervising, and providing administrative or technical oversight to staff within the Water Department.
- Assist Director and financial staff with budget preparation and departmental finance
- Reviewing, interpreting, developing, modifying and implementing County water policies and related documents, and applying them to the County's benefit in specific situations.
- Directing, coordinating, monitoring and, as necessary, performing the development of assigned work plans, priorities, policies and analyses; assigning work activities, projects, and teams; performing the most critical and sensitive professional

representation, facilitation, and negotiation tasks; monitoring, evaluating and, as necessary, modifying work in progress and at completion to ensure success.

- Researching, negotiating, preparing and administering contracts with consultants, contractors, service providers, and/or vendors of various services.
- Researching potential funding sources, developing grant applications/proposals, negotiating agreements, and administering grant programs and budgets.
- Developing, administering and managing assigned budgets; forecasting of funds needed, researching and analyzing funding sources and availability; monitoring and reviewing budgets.
- Serving as liaison with other governmental agencies -- including City of Los Angeles, Los Angeles Department of Water and Power, federal and state agencies, municipalities, Joint Powers Authorities including the Owens Valley Groundwater Authority, and special districts – non-governmental entities, and community interests; coordinating activities and communications with other members/parties, and representing the County of Inyo's interests and needs in a positive and collaborative manner.
- Directing/performing the investigation and resolution of complaints/concerns related to water issues within the County; identifying and initiating solutions to major issues involving state and county water policy.
- Providing staff support to the Inyo County Water Commission.
- Organizing, coordinating, providing leadership to, and participating in a variety of committees and task forces within the County of Inyo, state and federal agencies/departments in response to identified needs, special assignments, enhanced communications, and the over-all and on-going commitment to supporting the County of Inyo and its citizens.
- Overseeing, managing, and monitoring the collection of a wide variety of data and documentation; overseeing, managing, and monitoring related recordkeeping and reporting functions; researching and preparing a variety of technical and administrative reports and presentations; preparing written correspondence.
- Maintaining current knowledge of laws, codes, regulations, policies and procedures related to areas of responsibility; modifying programs, projects, procedures and services to assure compliance with standards and requirements as needed.
- Guiding Inyo County's implementation of the California Sustainable Groundwater Management Act.
- Preparing and presenting effective reports and presentations.
- Building and maintaining positive working relationships with County management and staff, outside agencies and organizations, state and federal departments and agencies, and the general public.
- Performing related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of and ability to demonstrate, within six months of hire, proficiency in:

- Operational characteristics and functions of a water resources management program.
- Environmental review under state and federal law.
- Standard and accepted principles and practices of water management, water law, hydrology, and land management.
- Advanced principles and practices of project management.
- Standard and accepted principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of business correspondence, grant writing, and report writing.
- Pertinent local, state and federal laws, rules and regulations.
- Standard and accepted governmental purchasing, contracting, and budgeting procedures, standards, and techniques.
- Standard and accepted principles and practices of organizational analysis and management.
- Principles and practices of personnel supervision, training, management, and evaluation.
- Standard and accepted office procedures, methods, and equipment.
- Standard workplace computer software applications.

Skill to:

- Prepare and present complex technical information in a court, hearing, arbitration, public meeting, or similar setting in a manner appropriate to the purpose and audience.
- Provide positive and effective policy and technical advice to the Water Director and County decision makers.
- Analyze fiscal, operational and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff.
- Problem-solve issues of County-wide policy application; be familiar with and consistently apply various personnel rules; and explain and interpret policy.
- Develop and implement policies and procedures having County-wide application in an effective and proactive manner.
- Gain cooperation through discussion, persuasion, and tact.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals and objectives.
- Interpret and apply County policies, procedures, rules and regulations in an effective and timely manner.

- Successfully develop, control and administer multiple budgets and monitor expenditures for diverse and varied assigned divisions.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, justify recommendations, and implement appropriate activities in support of established goals.
- Negotiate with and persuade individuals and groups with diverse needs and priorities in an effective and positive manner.
- Communicate clearly, concisely, and tactfully in both oral and written forms.
- Supervise, train and evaluate assigned management, supervisory, technical, operational, and clerical personnel.
- Work with various cultural, ethnic, and interest groups in a tactful and effective manner.
- Plan, organize and schedule priorities for self and others in an effective and timely manner.
- Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others.
- Be self-directing and work independently with little supervision.
- Establish and maintain effective working relationships with those contacted in the performance of assigned duties.
- Quickly learn and proficiently use specialized computer software licensed to the County of Inyo.

License or Certificate: May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance may also be required. The successful candidate must complete a pre-employment background investigation. Licensure as appropriate to training is desirable.

Experience and Training: Any combination of experience and training that demonstrates the required knowledge, skills and experience to excel in the position is qualifying. A typical way to obtain the required knowledge and skills would be:

A degree (master's degree or doctorate is desirable) from an accredited college or university with major coursework in public administration; water resources planning; land management, environmental, earth, or biological science; or a closely related field; with a minimum of five years of increasingly responsible experience in water resources or land management, including three years of administrative and supervisory experience;

OR,

A law degree from an accredited college or university with a current license, in good standing, to practice law (if not licensed to practice law in the State of California, successful candidate must obtain license to practice law in the State of California within

12 months of appointment as a condition of continued employment), plus a minimum of five years of legal practice with at least three years of such practice involving the representation of public entities in water resources, environmental law, or a related field, or comparable legal experience in the private sector, including three years of administrative and supervisory experience.

Typical Physical Requirements:

On a continuous basis, sit at desk or in meetings for long periods of time; intermittently, walk, stand and bend while going to/from other offices and taking files to/from meetings; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; hear sufficiently to communicate with staff and to understand actions in public meetings, hearings, or administrative proceedings; and lift light to medium weight. Driving a vehicle to conduct work.

TYPICAL WORKING CONDITIONS: Regular work may be assigned anywhere in Inyo County. Most assigned work is normally performed in an office/public meeting environment; however, some assignments may require performance of job duties in the field. Evening and weekend work may be required. Continuous contact with County staff, management, local, state and federal agency representatives, general public, and outside organizations/agencies.

POSITION STATUS:

The is a confidential, management-level position. Pursuant to Inyo County Code Section 2.80.055, this position is exempt from the County Merit System under an at-will employment contract between the County and the person filling the position. As such, the person filling this position may negotiate the salary and certain benefits.

Special Requirements: Must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation.