



Contra Costa Water District Special Projects Manager

SALARY	\$93.06 - \$113.12 Hourly \$16,130.40 - \$19,607.47 Monthly \$193,564.80 - \$235,289.60 Annually	LOCATION	Concord, CA
JOB TYPE	Full-time	JOB NUMBER	557 - AO - 2024
DEPARTMENT	Water Resources	OPENING DATE	04/22/2024
CLOSING DATE	5/13/2024 5:00 PM Pacific		

GENERAL JOB FUNCTION



The Mission of the Contra Costa Water District is to strategically provide a reliable supply of high-quality water at the lowest cost possible, in an environmentally responsible manner.

Contra Costa Water District is an innovative leader in water management and provides employees with a fast-paced and stable work environment that encourages professional growth and development. We're currently seeking an exceptional candidate to join our team as a Special Projects Manager. If you're passionate about water conservation, possess strategic vision, and thrive in a dynamic environment, this could be the perfect opportunity for you to make a meaningful impact.

POSITION DESCRIPTION:

As a Special Projects Manager, you would have a critical role in the planning, organizing, directing, and coordinating District Special Project(s) that require significant relationships with or funding by outside agencies or organizations, significant and continuous interaction with outside agencies and the general public, development of project environmental documentation, engineering project design, securing project permits, and project construction activities; to exercise full, functional management responsibility and oversight of the special project(s); and to provide highly complex staff assistance to the Assistant General Managers and the General Manager. Projects may include Los Vaqueros Expansion, CCWD climate change adaptation, negotiating federal and state permits, developing state and federal environmental documents, developing new Delta science, etc.

The Special Projects Manager has full, functional management responsibility for special project(s) implementation, and provides highly complex staff assistance in the development of project functions, funding, and policy consistent with Board policies. Reports to and receives general direction from Executive Management staff. Professional, supervisory, and clerical personnel may be assigned to the Special Projects Manager.

At Contra Costa Water District, we're committed to fostering a culture of collaboration, excellence, and forward-thinking

innovation. If you're passionate about water conservation, possess strong leadership skills, and thrive in a fast-paced, dynamic environment, we invite you to apply for this distinguished opportunity.

EXAMPLES OF DUTIES

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

- Develop and implement Special Project goals, objectives, policies and procedures.
- Manage, direct and organize Special Project activities that involve outside agencies including but not limited to securing and maintaining funding sufficient to implement the project.
- Represent the District, as directed, in negotiations, permitting, regulatory proceedings dealing with Special Project issues; continually assess various proposals and policy/legislative trends affecting the Special Project; provide counsel to General Management regarding Special Project policy development and implementation relative to achieving the District's Mission.
- Manage and direct the implementation of Special Project(s), including development of grant funding or funding by outside agencies or organizations, negotiation and implementation of agreements and contracts involving outside agencies, development of project environmental documentation, engineering project design documents, securing project permits, and project construction activities.
- Assist Public Affairs Department develop legislation, analyze proposed legislation and represent the District while working with legislative staff and others as appropriate to secure funding for the special project(s) and as needed by Executive Management Staff.
- Represent the District, as directed, in negotiation of contracts with Federal, State and local agencies, and manage and direct administration of contracts and permits.
- Manage and direct public outreach programs to ensure implementation of the Special Project(s).
- Represent the District to outside agencies and organizations; participate in outside community and professional groups and committees; represent the District to the media as assigned; provide technical assistance as necessary.
- Make formal and informal presentations to outside organizations, Board of Directors, General Management, and other bodies, on issues related to assigned functional areas.
- Develop the Special Project(s) work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Develop, implement and administer the budget for the Special Project(s), overseeing and directing forecasting of revenues and expenditures; staffing requirements, equipment, materials, supplies and resources needs to support the Special Project(s).
- Oversee the appointments and selection of staff; train, supervise, and develop staff; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations; provide or coordinate staff training.
- Oversee, manage and direct the work of outside contractors, observing all applicable District administrative policies and procedures; review and evaluate work products and/or services for compliance with District's objectives, quality, and contract scope; approve payment of invoices for contractual work as appropriate.
- Approve and/or accept technical reports, designs and the completion of projects.
- Research and prepare complex technical and administrative reports and documents; prepare written correspondence.
- Direct the activities of assigned staff with other departments and divisions, including planning, assigning, and evaluating work products, services, and programs; monitoring and reporting on progress.
- Build and maintain positive working relationships with co-workers, other District employees, consultants, staff of other agencies and organizations and the public using principles of good customer service.
- Act for the Assistant General Manager as assigned.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Any combination equivalent to experience and education that would likely provide the relevant knowledge and abilities would be qualifying. Generally, this will require:

EDUCATION: Completion of a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field. A Master's degree in a similar field is highly desirable.

EXPERIENCE: Seven years of increasingly responsible experience in engineering, planning or management, including one year of administrative responsibility. Experience should include demonstrable work on Delta water policy issues, and state/federal regulatory engagement and permitting.

DESIRABLE QUALIFICATIONS: Possession of a Certificate of Registration as a Civil Engineer in the State of California, or a Master's or PhD in civil engineering, environmental science, or a related field.

OTHER REQUIREMENTS: Possession of, or ability to obtain, a valid California driver's license.

The first review of applicants will be on Monday, May 13, 2024.

ADDITIONAL INFORMATION

WORKING CONDITIONS

Work is mainly performed in a normal office and meeting room environments. On occasion, the position requires the ability to travel on District business and to visit and inspect District facilities and projects that require traversing uneven or difficult terrain, in all types of weather conditions. The duties of the position require the ability to walk, observe, talk, listen, and operate a computer and telephone. Occasionally, work requires lifting or moving up to 25 pounds. Work hours are irregular and include evening meetings.

EQUAL EMPLOYMENT OPPORTUNITY

Contra Costa Water District is committed to equal employment opportunity for all employees and applicants. We prohibit discrimination based upon race, color, religion, marital status, age, national origin, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other actual or perceived status protected under federal, state, or local law. Employment decisions are based on individual qualifications and performance.

DIVERSITY, EQUITY, AND INCLUSION

One of the many CCWD goals is to pursue organizational excellence through diversity, equity, inclusivity, leadership, and professionalism. We recognize the strengths of staff creativity, innovation, problem-solving, and improved decision-making resulting from diverse perspectives, and we strive to be a culturally diverse organization that values, recognizes, and supports inclusion.

CONVICTION HISTORY

A condition of employment for all CCWD positions includes successfully passing a Department of Justice Live Scan fingerprint check and completion of the federal Employment Eligibility Verification Form I-9. Additionally, in compliance with federal law, CCWD participates in E-Verify.

DISASTER SERVICE WORKER

All CCWD employees are designated Disaster Service Workers through state and local law. As such, CCWD employees may be called upon to support the activities of CCWD during an emergency situation.

Agency

Contra Costa Water District

Address

Contra Costa Water District
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Concord, California, 94520

Phone

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Website

<http://www.ccwater.com>