

CALLEGUAS MUNICIPAL WATER DISTRICT

JOB DESCRIPTION

Job Title: MANAGER OF STRATEGIC PLANNING

Division: Strategic Planning

FLSA Status: EXEMPT

Reports to: General Manager

Salary Range: \$91,300 - \$121,734

Position Type: Full Time

Revision Date: April 2011

POSITION SUMMARY

Under general supervision and direction of the General Manager, this position is responsible for representing the District in meetings and conferences to ensure District interests are communicated on issues of concern to District. Assignments are broad in scope, require the exercise of political acumen and allow for a high degree of administrative discretion in their execution.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

General:

- Calleguas Creek Steering Committee.
- Calleguas Creek Water Resources/Water Quality Sub-Committee.

Planning:

- Help implement Salts TMDL in upper and lower Calleguas Creek Watershed.
- Assume duties associated with WCVV and Proposition 50 and Proposition 84 funding.
- Help renegotiate the Conejo Creek Agreement with Camrosa, Thousand Oaks, and PVCWD.
- Handle all annual paperwork associated with the Conejo Creek Project and M&I Program.
- Develop agreement for facilities transfer to Oak Park Water.
- Handle surplus property sale for Palo Comado Pump Station and Chesebro Tank.
- Handle surplus property sale for Wellfield No. 1.
- Develop a right of entry agreement with VCWWD for water quality and water level monitoring at their wells, required for the Las Posas Management Plan.
- Develop a rate structure and rules for service (like Ordinance 12) for the Salinity Management Pipeline.
- Provide policy support on matters involving the Fox Canyon GMA.

CALLEGUAS MWD

Manager of Strategic Planning

- Manage the greenhouse gas reduction analysis which the District is required to perform in the near future.

Miscellaneous:

- Prepare correspondence on General Manager's behalf to external interests on varied matters.
- Prepare written reports and agreements on various district matters, as assigned.
- Represent District in meetings and conferences to ensure District interests are communicated on issues of concern to District.
- Manage special consultants as assigned.
- Other duties as assigned.

JOB REQUIREMENTS

The Manger of Strategic Planning is expected to possess a wide range of skills, talents and knowledge necessary to advocate effectively. The position requires strong analytical ability, excellent interpersonal skills with strong oral and written communication skills, and the ability to perform research and make value-added conclusions. To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Education and Experience:

- At a minimum, completion of a four-year undergraduate degree, preferred fields of study include public affairs, political science, public policy, law or comparable discipline.
- Extensive (7-10 years plus) governmental affairs background, which includes regulatory analysis, legislative advocacy and public affairs experience.
- Familiarity with current legislation pertaining to water, environmental issues, and practical experience with the legislative process and compliance with the California Environmental Quality Act.
- A combination of formal education and practical experience in an equivalent position is qualifying.

Skills:

- Proficient in word processing, spreadsheet, database, and desktop publishing computer software applications.
- Ability to plan, organize, and schedule workload to maintain an output level of high quality.
- Speak effectively to diverse audiences, including professional and civic groups.
- Must be capable of simultaneously managing multiple projects with varying degrees of complexity under pressure of deadlines.
- Ability to participate in and contribute to meetings and conferences with personnel of various professional and non-professional backgrounds to develop plans, solve problems, and reach agreements.

- Ability to effectively communicate District viewpoints orally and in writing.

SUPERVISORY RESPONSIBILITIES

Provides direction and oversight of administrative support personnel for publishing and distribution of minutes, reports, plans, and other administrative documents.

EQUIPMENT TO BE USED

Must be able to operate a District vehicle, computer and standard office machines such as fax, calculator, telephone, copiers etc.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical:

- Requires sitting, standing, bending, and reaching; talk or hear, in person, in meetings and by telephone.
- Requires manual dexterity and use hands and fingers to handle and feel sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers etc.
- Requires normal range of hearing. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus. May require lifting up to 25 pounds

Mental:

- Required to use written and oral communication skills; read and interpret complex data, information and documents;
- Required to analyze and solve problems;
- Required to observe and interpret people and situations;
- Required to use math and mathematical reasoning; learn and apply new information or skills;
- Required to perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines;
- Required to interact with District executives and managers, District board members, other governmental officials, state legislators, other lobbyists, employees and the public.

WORK ENVIRONMENT

The work environment characteristics are those generally encountered in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions, and the noise level is usually quiet. Employee is a designated Emergency Services Worker and is occasionally called upon to work overtime or odd schedules.

SPECIAL REQUIREMENTS

- Possession of a California Operators license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.
- The applicant will agree to authorize background reference checking with past employers and personal references.
- The applicant or incumbent will agree to submit to and must pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District.