EXHIBIT 25-A

WATER RESOURCES MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To direct, manage, supervise, and coordinate assigned programs and activities of the Water Resources Division including surface and groundwater modeling, water availability, systems operations, watershed management, research and data management programs; to coordinate assigned activities with other divisions and outside agencies; and to provide highly responsible and complex administrative support to the General Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the General Manager.

Exercises direct supervision over supervisory, professional, technical and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

The following duties are typical for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

Essential Functions:

1. Evaluate, manage and participate in the development and implementation of District Strategic Plan and Division goals, objectives, policies; recommend and administer policies and procedures.
2. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
3. Develop and manage the Division's annual budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
4. Plan, direct, coordinate, and review the work plan for Water Resources Division staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate and evaluate Water Resources Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Review private ground water development proposals and provide direction to Board regarding approval or denial.
7. Design data collection program to measure and determine groundwater quantity/quality; participate in field collection of groundwater, surface water, well reporting, lagoon monitoring, and climatic data collection programs.
8. Oversee surface water, groundwater, and Aquifer Storage and Recovery data collection and data management programs, and set priorities for these programs.
9. Oversee the development and implementation of stream flow monitoring, design, develop and manage ground water resource evaluation projects; perform groundwater modeling tasks and manage consultant ground water modeling projects.

10. Develop and manage groundwater recharge projects, groundwater exploration and hydrogeologic assessment programs; provide geologic and hydrogeologic analysis and evaluate similar work by technical consultants.
11. Supervise well installations, collect and record lithologic data and conduct aquifer tests; prepare reports on results of field investigations and present findings to District Board and others.
12. Perform the most technical and complex tasks of the work unit including development of computer based simulation models of groundwater and surface water resources; develop model inputs including demands, flows, capacities and yields.
13. Participate in feasibility studies engineering and economic analysis for water supply projects; participate in the planning and assignment of studies, and evaluation of the results.
14. Prepare and review constructions bid documents contracts, and agreements.
15. Participate in development, review and evaluation of Environmental Impact Reports (EIRs) for District water-supply augmentation and water development projects.
16. Participate in the review and check of engineering drawings, plans, and specifications
17. Attend District water-rights negotiation meetings and provide input on issues relating to quantification of water-rights entitlements.
18. Serve as the liaison for the water resources divisions with other District divisions, outside agencies and the public; respond, negotiate, and resolve sensitive and controversial issues.
19. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
20. Provide responsible staff assistance to the General Manager; serve as a member of the District management team.
21. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of hydrology, water resources, and water supply.
22. Perform related duties and responsibilities as required and directed.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a hydrology/hydrogeology program.
Operational characteristics, services, activities of a water supply planning and engineering program.
Principles and practices of hydrologic, climatologic, geological and biological sciences at an advanced working level.
Principles of supervision, training and performance evaluation.
Advanced principles and practices of ground-water hydrology and the interaction between surface and subsurface flow (e.g., conjunctive use resource management studies).
Water rights law and entitlement.
Advanced principles of geology, seismic and landslide investigations.
Advanced mathematics as applied to engineering analysis and design.
Modern office procedures, methods and computer equipment.
Modern and complex principles and practices of computer modeling.
Principles of budget preparation and control.

Pertinent Federal, State, and local laws, codes and regulations.
Operational characteristics, services and activities of a water supply planning and engineering program.
Advanced mathematics as to engineering analysis and design
California water rights law and practices

Ability to:

Perform complex hydrologic/hydrogeologic related research studies.
Establish methodologies and guide professional staff in data collection and analyses.
Operate and evaluate hydrologic models.
Perform hydrogeologic and geologic analysis and manage groundwater exploration programs.
Provide expert advice to the Board of Director on water management issues.
Supervise, organize, and review the work of lower level staff.
Select, supervise, train and evaluate staff.
Respond to requests and inquiries from the general public.
Methods of report preparation and presentation.
Administer consultant contracts and evaluate consultant work products.
Interpret and explain District rules, policies and procedures.
Prepare clear and concise reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work including elected officials and the general public.
Effectively represent the MPWMD on interagency technical committees, including the Seaside Basin Watermaster.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Analyze problems, identify alternative solutions, project consequences, of proposed actions and implement recommendations in support of goals.

Experience and Training Guidelines —- *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience

Eight years of hydrologic/hydrogeologic research and analyses experience including two years of administrative or lead supervisory responsibility.

Training

Equivalent to a Bachelor's degree from an accredited college or university with major course work in geology, hydrology, environmental science, engineering or a related field.

License or Certificate:

Possession of, or ability to obtain within 18 months of employment, a valid license as a Professional Geologist and valid certification as a Certified Hydrogeologist in the State of California.

Possession of, or ability to obtain within 6 months of employment, an appropriate, valid driver's license in the State of California.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with

disabilities to perform the essential job functions.

Environmental Conditions:

Office and field environment with some travel to attend meetings; work in and around water; exposure to all types of weather and temperature conditions; work closely with others and work alone; irregular work hours; exposure to computer screens and atmospheric conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing and sitting for prolonged periods of time; operating motorized vehicles and equipment.

Vision:

See in the normal visual range with or without correction; specific vision abilities required by this job include close and distance vision, color perception and depth perception.

Hearing:

Hear in the normal audio range with or without correction.

Department: Water Resources Division

Exempt: Yes

Approved: June 2019

Revised: