

## **EXHIBIT 26-A**

### **ENVIRONMENTAL 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 Environmental Resources Division including riparian restoration projects and fisheries program; 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 the Environmental 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 Environmental Resources Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Develop, oversee and coordinate riparian restoration and enhancement activities including implementation of the Riparian Corridor Management Plan; revegetation, mitigation, irrigation, and channel clearing programs.
7. Develop, coordinate and conduct monitoring programs for wildlife, vegetation dynamics and soil moisture; collect, analyze and interpret data.
8. Oversee the development and implementation of fisheries program.

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9. Assist in development of computer based simulation models of groundwater and surface water resources
10. Monitor program compliance with federal, state, and local laws, rules and regulations related to provision of riparian restoration and enhancement and related projects.
11. Monitor and enforce District ordinances; identify violations and negotiate remedial action; issue river work permits.
12. Prepare requests for proposals and calls for bids; administer consultant contracts and contracts for construction projects; inspect construction projects.
13. Assist with development and implementation of Carmel River Lagoon monitoring activities.
14. Provide emergency erosion advice and technical assistance to river-front property owners regarding bio-technical bank stabilization techniques and irrigation system design, installation and operations.
15. 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.
16. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
17. Provide responsible staff assistance to the General Manager; serve as a member of the District management team.
18. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of hydrology, water resources, and water supply.
19. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Theory, operations, services and activities of riparian restoration and enhancement program.

Biological and earth sciences.

Principles of supervision and training.

Principles and practices of contract administration.

Computer programs used to simulate water resources systems.

Riparian system ecology, plant physiology, vegetation dynamics, horticulture, hydrology, soils, geomorphology.

Knowledge of irrigation techniques and methods.

Resource survey and monitoring design theory and methods including statistical analysis.

Scientific equipment and data collection techniques relating to soil, vegetation, climate and river processes.

Basic procedures, methods and techniques of budget preparation and control.

Recent developments, current literature and information related to erosion control and riparian management.

Principles in land and river surveying.

Modern office equipment including computers.

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Pertinent federal, state, and local laws, codes, and regulations including the federal and state Endangered Species Acts, the California Environmental Quality Act, the California Department of Fish and Wildlife Code, and Monterey County's Carmel Valley Floodplain Ordinance.

**Ability to:**

Administer and coordinate large and complex vegetation management projects.  
Lead, train, organize, review and evaluate the work of staff in the area of work assigned.  
Coordinate and direct FEMA disaster grant and riparian restoration programs.  
Recommend and implement goals and objectives for providing effective riparian management.  
Elicit community and organizational support for District riparian restoration programs.  
Interpret and explain District policies and procedures.  
Prepare and administer riparian restoration, enhancement and maintenance program budgets.  
Identify threatened and endangered species in the field.  
Understand pertinent sections of the federal and state Endangered Species Acts.  
Prepare clear and concise reports.  
Identify and respond to community issues, concerns and needs.  
Allocate limited resources in a cost effective manner.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work including the general public.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**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 increasingly responsible environmental restoration, maintenance and enhancement project experience including three years of administrative and supervisory responsibility.

**Training**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in botany, forestry, biology, environmental science, soil science, water resources management or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**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; work closely with others; exposure to computer screens, atmospheric conditions, radiant energy, poisonous animals and/or insects, and slippery and uneven conditions; work around moving water.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking standing and sitting for long periods of time in and around brush and river beds; moderately heavy lifting and carrying; use of both hands; repetitive motion; operating motorized vehicles; speaking and hearing to exchange information.

**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:** Environmental Resources Division

**Exempt:** Yes

**Approved:** June 2019

**Revised:**

DRAFT