

CLASS SPECIFICATION

Yuba County

November 2005

CLASS TITLE: Executive Director, Three Rivers Levee Improvement Authority

FLSA STATUS: Exempt

JOB SUMMARY:

Under the direction of the Three Rivers Levee Improvement Authority (TRLIA) Board, this position is responsible for massive and extensive improvements to be made to a network of levees and other flood control resources in southern Yuba County by the TRLIA. The Three Rivers Levee Improvement Authority is a joint powers agency formed to finance and construct levee improvements and related drainage and flood control works. Inherent to the position, in addition to managing the Authority, is the ability to coordinate and obtain approval from numerous other State and Federal agencies for necessary improvements in a timely and efficient manner. The Executive Director is appointed by and works at the will and direction of the Three Rivers Levee Improvement Authority Board.

CLASS CHARACTERISTICS:

This position manages the day-to-day operations of the TRLIA. The scope of projects involves extremely complex managerial, financial, permitting, and engineering functions that require understanding of state, local and engineering issues concerning flood control. Responsibilities include development and implementation of operational and capital budgets, short and long-range flood control measures involving levee improvement, water resource projects and administering engineering and capital improvement contracts. In addition, the Executive Director serves on a variety of committees, task forces and projects teams as the Board's representative. The Executive Director must demonstrate a professional demeanor and maintain a high standard of integrity at all times.

EXAMPLES OF DUTIES:

Essential:

- Provides management support to the Three Rivers Levee Improvement Authority Board including planning, and setting agenda's for Board meetings; providing technical assistance and consultation to Board members; oversees the day to day operation of staff and consultants activities and promotes timely effective communications between the Executive Director and the Board.
- Provides substantial technical knowledge of flood control, levee improvement and other complex water resource responsibilities to the Board and other public and private agencies.
- With direction from the Board, manages the process of developing and approving updates to the Board's Strategic Plan.
- Develops operational goals and plans for carrying out decisions of the Board and regularly communicates the status to the Board.
- Plans, organizes, directs, reviews and evaluates the design, construction and inspection of flood control, levee improvement, water resource and other related projects.
- Approves plans and specifications for a variety of complex water resource projects and approves special studies to determine future County needs.
- Directs staff in securing permits from appropriate State & Federal regulatory agencies.
- Defines problem areas, analyzes alternatives, develops recommendations and directs the implementation of policy decisions.
- Meets with and coordinates numerous consultants; negotiates contracts and ensures they comply with legal requirements; monitors contract performance for compliance with terms of agreement.
- Directs and manages professional engineering support in meetings with members of the County, Board, local and state groups, various governmental agencies, special districts, contractors and the public involving flood control, levee improvement and water resource projects.
- Works with the Board updating and administering the budget according to established guidelines.
- Investigates, identifies and makes the Board aware of opportunities to blend or leverage funds in order to maximize the funding available to the Board for uses as recognized in the Strategic Plan.

- Ensures proper management of fiscal records and funding, grant administration, expenditures and fund balances are maintained.
- Ensures all state statues and local ordinances are complied with; including, but not limited to, an annual audit, annual report and reports required by funding sources as a condition of receiving funds.
- Insures implementation to changes in laws and regulations; evaluates their impact upon TRLIA activities and develops and implements policy and procedural changes as required.
- Ensures all meetings involving a quorum of the Board are publicly noticed and conform to the requirements of the Ralph M. Brown Act.
- Represents the Board at county and statewide meetings, forums and hearings and in discussions and negotiations involving contracts with public and private agencies.
- Responsible for the development of publications, media presentations and materials.

QUALIFICATIONS:

Knowledge of:

Building and sustaining effective interpersonal relationships with Board members, staff, service providers, government officials, community members and media representatives.
General principles of management, training and supervision and consensus building.
General principles of needs assessment, strategic planning and outcome management using results-based evaluation methods.
General principles of project and time management.
California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) processes and experience in applying them.
Applicable federal, state and local laws, rules and regulations including those governing Public Works facilities.
Knowledge of the functions and operations of related agencies and community organizations.
Administrative practices and policies of budget preparation.
Principles and techniques of capital improvement design, construction, funding and long-term maintenance.
Financing alternatives for public works capital improvements.
Procedures for grant writing, contract monitoring, and program auditing.
Technical, legal, financial and public relations aspects involved in conducting a water resources program.
State, County and Community political and policy-making practices.
Techniques for representing the TRLIA in meetings and negotiations with a variety of individuals and groups.
Safety principles and practices related to the work.

Skill in:

Working with governing boards and the ability to work in an environment of ambiguity with multiple priorities and diverse personalities.
Planning, organizing, supervising, training, directing, reviewing and evaluating the work of others.
Planning, organizing, coordinating and administering a comprehensive flood control, levee improvement and water resources program.
Developing and implementing goals, objectives, policies, procedures and budgets.
Reviewing and approving the work of consultants and contractors.
Analyzing complex technical situations and taking appropriate action.
Verbal and written communications, including public speaking, listening and the ability to clearly articulate vision and strategy.
Arranging and efficiently conducting public hearings.
Applying and explaining complex federal, state and local laws related to the public works areas of responsibility.
Data analysis and the preparation of clear, concise and accurate reports and recommendations.
Using tact, discretion and prudence in dealing with those contacted in the course of the work.

Ability/Physical Requirements:

- Mobility to work in a typical office setting, use standard office equipment and to drive a motor vehicle to inspect work sites and attend meetings.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

- Attend meetings and functions outside of normal working hours.
- Inspect work in progress in all weather conditions.

Licensing and Certification:

- Possess a valid California Class C driver's license.

Background: The minimum and preferred requirements for this position are described below:

Minimum: Equivalent to graduation from an accredited four year college or university with major course work in civil engineering, hydrology, business or public administration or a related field and seven years increasingly responsible experience in water resource engineering activities with at least two years in a supervisory or management capacity. Experience may be substituted for the education on the basis of two (2) years of progressively related experience for each year of required education (to a maximum of 60 college units).

Preferred: Master's degree in civil engineering, hydrology, business or public administration or a related field and additional years of professional engineering supervisory or management experience in a public agency setting. Registration as a Professional Engineer in the State of California is desirable.

This Class Specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.