

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Executive Director, Three Rivers Levee Improvement Authority

ALLOCATION: County Administrator's Office

FLSA STATUS: Exempt

ESTABLISHED: November 2005

UNION AFFILIATION: N/A - Management

REVISED: January 2012

JOB SUMMARY:

Under general managerial direction of the Three Rivers Levee Improvement Authority (TRLIA) is responsible for improvements to be made to a network of levees and other flood control resources within Southern Yuba County in order to achieve FEMA accreditation and Senate Bill 5 flood protection levee compliance. The Three Rivers Levee Authority is a joint powers agency formed to finance and construct levee improvements and related draining and flood control works. In addition to managing the Authority, this position must coordinate and obtain approval from numerous other State and Federal agencies for the necessary improvements in a timely and efficiently manner. This position manages the day-to-day operations of the TRLIA, including the development and implementation of operational and capital budgets, short- and long-range flood control measures and administering engineering and capital improvement contracts. Administratively, the Executive Director serves on a variety of committees, task forces and project teams as the Board's representative.

This is a stand-alone executive position responsible for flood control resources.

CLASS CHARACTERISTICS:

This position is appointed by and serves at the will of the Three Rivers Levee Improvement Authority Board. This class is distinguished from the Capital Improvements Project Manager by the primary assignment to complex managerial, financial, permitting, engineering functions and specialized flood control projects requiring the understanding of state, local, and engineering issues concerning flood control and by the management and coordination of a variety of multi-disciplinary teams made up of external consultants and other governmental agencies.

EXAMPLES OF DUTIES:

Essential:

- Provide management support to the Three Rivers Levee Improvement Authority Board including planning and setting agenda's for Board meetings; oversee the day-to-day operation of staff and consultants activities.
- Ensure proper management of fiscal records and funding, grant administration, expenditures and fund balances are maintained.
- Define problem areas, analyze alternatives, develop recommendations and direct the implementation of policy decisions.
- Direct and manage 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.
- Meets with and coordinates numerous consultants; negotiate contracts and ensure they comply with legal requirements; and monitor contract performance for compliance with terms of agreement.
- Direct staff in securing permits from appropriate State & Federal regulatory agencies.
- Plan, organize, direct, review and evaluate the design, construction and inspection of flood control, levee improvement, water resources and other related projects.
- Provide substantial technical knowledge of flood control, levee improvement and other complex water resource responsibilities to the Board and other public and private agencies.
- Ensure all state statutes 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.
- Provide technical assistance and consultation to Board members; promote timely, effective communication between the Executive Director and the Board.
- Develop operational goals and plans for carrying out decisions and regularly communicate the status to the Board.
- Work with the Board updating and administering the budget according to established guidelines.
- Investigate, identify, and make 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.
- With direction from the Board, manage the process of developing and approving updates to the Board's Strategic Plan.

- Ensure implementation to changes in laws and regulations; evaluate the impact of new and changed legislation/regulations upon TRLIA activities and develop and implement policy and procedural changes as required.
- Represent 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.
- Ensure all meetings involving a quorum of the Board are publicly noticed and conform to the requirements of the Ralph M. Brown Act.
- Approve the plans and specifications for a variety of complex water resource projects and approve special studies to determine future County needs.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Drive a motor vehicle to attend meetings and visit work locations.

EMPLOYMENT STANDARDS:

Knowledge of:

- Building and sustaining effective interpersonal relationships with Board members, staff, service providers, government officials, community officials, community members and media representatives.
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, conflict resolution, leadership techniques, production methods, and coordination of people and resources.
- Principles of management and administration as applied to the analysis and evaluation of programs, policies and operational needs.
- Project management methods and procedures, including project scheduling, development, cost estimating, materials, review and claims analysis.
- Theory, principles, practices and application of government budgeting and accounting, fiscal management, budget control, cost accounting and public funding, including methods of financial reporting and financial statement preparation.
- Principles and techniques of capital improvement design, construction, funding and long-term maintenance.
- Financing alternatives for public works capital improvements.
- 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.
- The functions and operations of related agencies and community organizations.
- 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.
- Knowledge of media production, communication, and dissemination techniques and methods, including alternative ways to inform via written, oral, and visual media.
- 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.
- Monitoring and assessing the performance of one's self, other individuals, or processes to make improvements or take corrective action.
- 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.
- Performing complex project management work including the administration of a capital improvement program.
- Developing and implementing goals, objectives, policies, procedures and budgets.

- Understanding, interpreting and enforcing compliance with plans, specifications, bid documents, and contract provisions.
- Reviewing and approving the work of consultants and contractors.
- Identifying and analyzing complex technical situations, reviewing related information to develop and evaluate options and implement solutions.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Verbal and written communications, including public speaking, listening and the ability to clearly articulate vision and strategy.
- Determining how money will be spent to get the work done and accounting for these expenditures.
- Determining how a system should work and how changes in conditions, operations and the environment will affect outcomes.
- Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Arranging and efficiently conducting public hearings.
- Developing and maintaining effective relationships with staff, consultants, contractors, engineers, architects, residents, suppliers and representatives of other agencies or departments.
- 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, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Inspect materials and workmanship for safety hazards or construction problems.
- Establish, balance and adjust priorities on a continuous basis.
- Reason both deductively and inductively.
- Write and review technical documents or reports including board letters, Notice of Completion, Letters of Acceptance, specifications and contract documents.
- Make written and verbal presentations to large civic groups, official bodies, and the general public to provide information on the status of a project.
- Exercise initiative, ingenuity and sound judgment to solve difficult fiscal and administrative problems.
- Effectively represent the department and Agency before the Board of Supervisors, County Administrator, the public, media and other entities and organizations.
- Establish and maintain effective working relationships in a diverse work force and community.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Drive a motor vehicle in order to attend meetings and inspection sites.
- Inspect construction sites involving trenching, embankments and uneven terrain.

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

Work Environment:

- Work in a typical office environment.
- Work with exposure to potential hazards at various construction sites.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Attend meetings and functions outside standard work hours.
- Inspect work in progress in all weather conditions.
- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Graduation from an accredited four year college or university with major course work in business administration, civil engineering, hydrology, 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.

PREFERRED: In addition to the minimum, a Master's degree in business administration, civil engineering, hydrology, 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, Certified Floodplain Manager (CFM) and/or Project Management Professional Certification (PMP) 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.

CAO Approval: Robert Bendorf
Date:

EEOC: A
WC: 9410

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____