



Hi-Desert Water District Classification Specification

Job Title: Director of District Services

Job Grade: 17

FLSA Status: Exempt

Date: May 2022

JOB SUMMARY

Under general direction of the General Manager provides oversight, leadership and management of District Water Resource Activities, District's Technology Systems, District Projects, Services, Programs and Activities, Water Master activities, and associated Policies, Regulations and Programs. Also leads the District's Emergency Preparedness/Disaster Response and Hazard Mitigation Program, and provides support to Governmental Affairs associated with Federal, State and Local Legislation activities and the Finance Department associated with Projects, Programs and other activities. Performs special projects as directed; and serves as member of District management team.

ESSENTIAL FUNCTIONS *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

Provides support to Federal, State and Local Legislation, Policies, Regulations and Programs

- Attends legislative/regulatory hearings and meetings as well as meetings with key stakeholder groups.
- Helps ensure proposed federal, state, and local legislation is reviewed, tracked, analyzed and interpreted which could affect District programs, operations and financials.
- Helps ensure the District's position is represented on legislation, as appropriate, to public interest groups, local, state, and federal agencies, and legislative representatives.
- Helps ensure Board and staff are updated regarding legislation, policies, regulations and programs affecting or potentially affecting the District.
- Assists in the management and coordination with lobbyists, consultants, local, regional, State and Federal agencies, legislators and staff to obtain funding for projects and similar activities.

District's Technology Systems

- Ensures effective management and operation of the District's Geographical Information System (GIS), Computer Aided Drafting and Design (CADD) systems, and overall information technology systems.

District's Emergency Preparedness/Disaster Response and Hazard Mitigation Program

- Ensures development and annual review and updating of a comprehensive emergency preparedness and disaster response plan.

Water Resource Activities and Programs

- Ensures water resource activities associated with the Urban Water Management Plan, Water Shortage Contingency Plan, Conservation Program, Landscape Program, Water Shortage Contingency Plan, conservation program, Integrated Regional Water Management Plan, Mojave Pipeline and Water Supply agreements, Warren Basin Adjudication/Water Master, along with related and similar activities to District, agreement, legal and regulatory requirements are met.
- Manages water resource activities associated with the Urban Water Management Plan, Warren Basin Adjudication/Water Master along with related and similar activities to ensure legal and regulatory requirements are met.

District Projects, Programs and Activities Financial Support

- Provides technical and financial assistance to the Finance Department to ensure District projects', services, and activities completion as they relate to obtainment of funding, and completion of various administrative, and accounting activities while ensuring coordination with the District's Operations and Finance Departments.
- Provides technical and financial assistance to the Finance Department by ensuring the administration and implementation of the District's sewer project, property tax assessment, Wastewater Operation and Maintenance charges, and expanded use loan program.
- Provides technical and financial assistance to the Finance Department by ensuring effective communication, coordination, analysis and review of the District's sewer project program pertaining to property tax assessments, lateral sewer connections, the expanded use loan program, low-income loan program, grants, other loans, property liens, with customers, property owners, and other outside parties.
- Provides technical and financial assistance to the Finance Department by ensuring property liens are properly filed and recorded with the county and released when properties are sold, and loans repaid.
- Provides technical and financial assistance to the Finance Department by ensuring collection/foreclosure are initiated when loans are in default.
- Provides technical and financial assistance to the Finance Department by ensuring management of loan payoff information.
- Provides technical and financial assistance to the Finance Department by ensuring sewer connections are monitored and managed so accurate operation and maintenance fees are applied to property taxes
- Provides technical and financial assistance to the Finance Department by ensuring the Finance Department is assisted with interim billing of operation and maintenance fees from the time of initial hook up to the system to the time the property owner is billed by the county.

District Projects, Programs and Activities

- Manages District Services Department projects through staff and consultants to ensure project funding applications meet or exceed requirements.
- Directs and manages the services of contractors and/or consultants supporting the District Services Department
- Monitors District Services Department projects and expenditures against budget targets and goals,

recommends budgetary changes to meet changing conditions.

- Ensures assessment information such as Property merges and splits, New development of properties, Voluntary increases to assessments are managed
- Ensures invoicing for new sewer construction and calculation of capacity fees.
- Ensures coordination of As Built information for new incoming development and new installations.
- Ensures monitoring of sewer connections to assure up to date information is transferred to the county so accurate operation and maintenance fees are billed to the property owner on the next annual property tax billing cycle.
- Ensures completion of biannual reporting to RWQCB relating to property owners who failed to connect to the sewer system during the specified connection window.
- Ensures updating of the District's Geographical Information System (GIS) regarding septic tank location, lateral/stub - out location, and completed lateral connection inspections.
- Ensures maintenance of lateral connection approval information.

District Services

- Ensures new annexations, easements, and quit claims are Managed and tracked.
- Ensure plans, specifications, shop drawings and construction submittals are reviewed for completeness, accuracy and conformity to District Standards and project requirements.
- Ensures that the status of Capital Improvement Program (CIP) projects, Capital Replacement Program (CRP) projects, Operations Plan, and Strategic plan are monitored, tracked, documented, and reported.
- Ensures site inspections of internal and contracted work.
- Ensures development of District standards, specifications and processes.
- Ensure developer project designs, plans and legal description are reviewed for conformance to District code, policies, standards, and specifications.

Administrative Functions

- Ensures District Services Department codes, policies, guidelines, standards and the like meet needs and requirements to ensure effective and efficient District operations.
- Provides oversight and day-to-day management of support staff.
- Supervises and evaluates the performance of assigned staff; establishes performance requirements; monitors performance and provides coaching for performance improvement and development. Recommends changes in goals, procedures, policies, equipment, budget and or personnel to achieve performance efficiencies.

Other

- Other tasks as assigned, including highly complex and detailed special assignments.

JOB SPECIFICATIONS

Knowledge of:

- Computer applications related to CADD and GIS; principles, practices and objectives of system design and operation.
- Principles and procedures of record keeping.
- Fundamental principles and practices of project management.
- Fundamental principles of water/sewer design.
- Awareness and applicability of laws regulating the procurement and distribution of potable and non-potable water supplies.

- Appropriate safety precautions, procedures, practices and regulations.
- English usage, spelling, grammar, and punctuation.
- Knowledge of local, state, and federal rules, guidelines, and standards for disaster preparedness planning, strategies and techniques, including specific knowledge of the principles of the Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), and Incident Commands Systems (ICS). Contemporary issues affecting local government and the community.
- Principles and practices of, accounting, finance, and the development and maintenance of fiscal controls.
- Principles and practices of database management and development.
- Laws, rules, ordinances, and legislative processes controlling District financial functions and operations.
- Principles and practices of auditing.
- Relevant federal, state, and local programs and related laws, policies, and procedures.
- Management of group dynamics and meeting facilitation techniques and methods.
- Principle and practices of public relations and public information.
- Knowledge of correct emergency response communications and procedures.
- High degree of proficiency in Microsoft Excel, Word, and PowerPoint. Knowledge of various software applications, e.g. MSPProject.

Skills and Abilities:

- Organize, implement, and perform mapping, drafting, and GIS operations/activities.
- Carry on simultaneous assignments with close attention to detail, schedules, and deadlines.
- Conduct research utilizing fundamental research principles and calculations.
- Prepare clear and concise reports.
- Read civil drawings.
- Develop and interpret District codes, policies, and standards.
- Perform project management of projects.
- Develop and follow established codes, policies and guidelines; maintain complete and accurate records and documentation.
- Perform work in accordance with safety regulations, guidelines, and practices.
- Ability to conduct hazard vulnerability assessment and develop hazard mitigation plans.
- Ability to identify strengths and weaknesses in existing emergency management programs and recommend solutions.
- Deal courteously and appropriately with the public.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely in writing and verbally.
- Establish and maintain cooperative working relationships with all levels of employees, customers and vendors.
- Identify and analyze issues quickly and completely and recommend alternative solutions and implement approved recommendations. Analyze, research, develop and organize public information activities and initiate procedures for improving public information efforts.
- Active Listening – Giving 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.
- Speaking – Talking to others to convey information effectively.

- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Service Orientation – Actively looking for ways to help people.
- Must have the ability to maintain strict confidentiality of classified/sensitive information.
- Excellent time management and organizational skills – must be detail-oriented and thorough.
- Ability to perform in cross-functional team approach and job responsibilities.
- Assist with District budget development and fiscal controls.
- Prepare a variety of financial reports.
- Provide clear direction to others; supervise and manage assigned staff; establish and maintain cooperative relationships with co-workers.
- Exercise independent judgement and work with a minimum of supervision.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Physical Demands

- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Regularly uses a telephone, cell phone and mobile radio for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Hearing and vision within normal ranges with or without correction.
- Works in the field from time to time in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat. May walk, stand or crouch on narrow, slippery or uneven surfaces.
- Communicates with District staff in face-to-face, one-to-one, and group settings. Exposure to conditions normally encountered in a business office environment, consisting of extended sitting, standing, lifting, bending; occasional stooping, kneeling, crouching; and computer operation; operation of office equipment such as a keyboard, fax machine, postage machine, scanners, copiers, and computers.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment. Operate office equipment such as computer and keyboard, copiers and fax machines; look at computer monitor for extended time periods.
- Travel by vehicle while conducting District business.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, other elected and appointed government officials, media representatives, business and community leaders, employees, financial institutions, consultants, vendors, the public and others encountered in the course of work.

- Ability to speak in a manner understandable to the public, and in one-on-one situations.

QUALIFICATIONS

Education, Training and/or Previous Work Experience

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

- Completion of a bachelor's degree with class work in Engineering from an accredited college or university or all of the following:
 - High School Diploma or equivalent. Bachelor's degree with coursework in geography, drafting, mapping.
 - Applied and demonstrable experience in Geographic Information Systems and computer aided design and drafting.
 - Minimum of one (1) year experience in developing emergency preparedness/disaster response plans, procedures and training programs.
 - One (1) year working with database management programs.
 - One (1) to three (3) years progressively increasing responsibilities in general accounting preferred.
 - Database management work experience with a county property tax assessor's office desirable.
 - Accounting or grant administrative work experience within a public agency desirable.
 - Processing of loans and liens desirable.

License / Certificate:

- Possession of a valid Class A California driver's license and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.
- Possession of a California State Water Resources Control Board Grade I Water Distribution Certificate

Other requirements:

- Completion of and satisfactory results of preemployment drug and alcohol test; physical examination (including x-ray) indicating fitness for duty; DMV record review; and background investigation.
- This is a Federally regulated DOT position subject to the District's Drug Prevention and Employee Testing Program which is conducted in accordance with Title 49 CFR Part 40.
- Attendance at evening and weekend meetings and events.
- Knowledge of the operation of a public agency.