



Job Description

Deputy Director of Water Resources

Title: Deputy Director of Water Resources

Department: Water & Sewer

Job Status: Full time

POSITION SUMMARY

The Deputy Director for Water Resources is a leadership position with the City's water utilities overseeing the city's raw water operations, long-range strategic water planning, water resource acquisition, water court, water conservation, alternative transfer method projects, expansion of the non-potable irrigation supplies and systems, watershed health and agricultural lease and farm management programs. The position is responsible for both ongoing water resource programs and implementation of new capital projects and programs identified in the Integrated Water Resources Plan and reports directly to the Water and Sewer Utilities Department Director. The Deputy Director coordinates and obtain and align resources and develops policies to secure water supplies and develop water projects necessary to meet current and future water demands. The Deputy Directors regularly interacts with the Water & Sewer Board and the position may serves as both program and project manager on key water resource projects and policies.

ESSENTIAL JOB DUTIES

- Supervises the Water Resources Division of the Water and Sewer Department comprised of professional, technical, maintenance, and administrative staff in seven primary programs: raw water operations; Water Court management; high mountain reservoirs; long-range water planning; water acquisition and farm management; water conservation; and non-potable system operations.
- Sets strategic priorities and objectives for the Water Resources Division.
- Develops and implements plans, policies, code updates, and projects through the Integrated Water Resources Plan.
- Develops and recommends capital and operating budgets for the Water Resources Division.
- May act directly as project manager for water resource projects.
- Provides technical oversight to programs and projects based on specialized skills and knowledge in water resources management.
- Regularly evaluates organizational activities and make recommendations for improvement.
- Represents the city at local, regional, and state water organizations and on irrigation company boards of directors.
- Decides Water Court action based on recommendations from staff, attorneys, and consultant engineers.
- Determines and negotiates water acquisitions based on staff recommendations.
- Negotiates, coordinates, and administers a variety of legal agreements in matters related to water acquisition, Water Court, purchasing, leases, litigation, etc.
- Supports state and federal lobbyist activities related to water policy matters.
- Support federal and state grant applications and oversees grant deliverables.

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- Supports other department divisions and other city departments in matters related to development code, raw water requirements, and water resource matters

SUPERVISORY RESPONSIBILITIES

- Organizes and delegates assignments to team members
- Hires, trains, motivates, and coaches employees
- Develops and maintains effective teamwork
- Establishes employee expectations and evaluates employee performance
- Holds employees accountable for assigned task and goals
- Provides timely and constructive feedback
- Provides training opportunities with a focus on employee development and retention
- Resolves conflicts and complaints
- Analyzes staff output and develop more effective or efficient processes
- Ensures compliance with safety procedures

REQUIRED KNOWLEDGE AND SKILLS

- 8+ years' experience in water resources planning, management, and administration or equivalent combination of education and experience
- Ability to supervise large staff teams and managing program budgets
- Ability to develop and advocate strategic plans and policies
- Ability to establish and achieve business and financial outcomes that meet departmental objectives
- Ability to manage consultants, legal counsel, and lobbyists to achieve Department objectives
- Expertise in Colorado Water Law (prior appropriation system, Water Court, and water rights administration)
- Experience in water resource planning and management for a municipal water system
- Experience in technical program and project management
- Experience in contract development and management
- Ability to communicate and collaborate with a wide variety of audiences including customers, executive leadership, elected officials, and other departmental staff, with particular emphasis on public presentations.
- Ability to manage multiple competing priorities with frequent interruptions while achieving a high level of accuracy in work products

KNOWLEDGE OF EQUIPMENT

- Expertise in Microsoft Office Suite (Excel, Word, PowerPoint, Access)
- Understanding of customer information and enterprise resource systems
- Familiarity with water resource and hydrologic modeling platforms (MODSIM, RiverWare, etc.)

EDUCATION

Bachelors degree gained through a four-year college/university academic program or specialized technical training of equivalent length.

- Master Degree in Hydrology or a Professional Engineer certification desired

PHYSICAL DEMANDS

Minimal physical effort typically found in clerical work. Primarily sedentary, may occasionally lift and carry light objects. Walking and/or standing as needed and minimal.

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- Vision enough to read maps, layouts, water documents and other visual aids; and to interpret computer screens and complete work assignments; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Manual dexterity to operate a personal computer and related equipment.
- Mobility enough to access water resource measurements in rough terrain such as farm/fields/ditch banks.
- Hearing and speech enough to communicate with other agencies, water users, developers, City administrative staff, contractors, property owners, Division staff, and the general public.
- Mobility to inspect work sites for compliance with plans and specifications.

HAZARDS

Safe to minimal hazards that are typically found in general office environment where there is rarely little or no exposure to injury or accident

- Majority of time will be spent in an office with occasional field work necessary: extended periods of time at fixed work station.
- Some travel is required with exposure to risks inherent to travel by air and car.
- Subject to driving City vehicle in all weather conditions.
- May be asked to drive personal vehicle for business purposes.
- Employee is subject to working alone, with groups, and/or attends meetings.
- May be required to conduct business in alternate locations within City buildings or field sites, sometimes in formal settings
- May be required to work extended hours in the evening, holidays, or weekends.
- Frequent contact occurs with employees and the public, in person and on the telephone.

FLSA STATUS

Salary exempt

EMPLOYED IN FIRE PROTECTION ACTIVITIES

No

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