

**MERCED IRRIGATION DISTRICT
DEPUTY GENERAL MANAGER – WATER RIGHTS/SUPPLY**

FLSA Status – Exempt

DEFINITION:

Under general direction, administer activities involving water rights, water supply, water marketing, water resource development, water conservation and reservoir management, in coordinator with the Water Resources Department. Coordinate the District's legislative activities and oversee all activities related to water rights and water supply. Coordinate with the General Manager and senior staff on District activities regarding water supply and water rights to assure synchronization of the District's goals, objectives, and messages. Serve as acting General Manager as assigned. This is a key position reporting directly to the General Manager and in conjunction with the Deputy General Manager – Water Resources, General Counsel, Public and the Government Relations Officer.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Oversee regulatory issues, including the acquisition, maintenance, compliance and renewal of water rights licenses, permits, contracts and agreements.
- Engage in regulatory, legislative or technical processes in order to protect MID's water rights and/or water supply.
- Maintain adequate and effective communication and coordination with representatives of the general public, local, state and federal agencies, and interest groups, to ensure the goals and objectives of protecting and securing the district's water rights, water licenses, water storage rights and hydro power generation rights are fulfilled.
- Develop and recommend to the General Manager both short and long range goals, strategic plans and objectives regarding water supply, water rights, water conservation including water sales and transfers.
- Keep the General Manager advised of all matters which might have an impact on the District's water resources.
- Meet and confer with federal, state, city, county and public agencies, boards, organizations and groups as a representative of the District.
- May serve on committees, boards and other public assignments as directed.
- Represent the District in negotiations at legislative and administrative meetings and hearings at the direction of the General Manager.
- Direct water resource related activities involving water rights, water quality, water supply, water marketing and water resource development
- Assist the District's legislative program as it relates to water resource issues.
- Participation in the preparation and monitoring of administration budget(s) as they relate to water rights and water supply.
- Review and analyze reports, studies and communications.
- Respond to public inquiries from District customers and the general public.
- Perform other duties as requested, directed, or assigned.

QUALIFICATIONS:

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

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Education:

- Bachelor of Science degree from an accredited college or university with major course work in civil or agricultural engineering, Juris Doctor, and/or public administration.

Experience:

- A minimum of ten (10) years of increasingly responsible experience in civil and/or water operations, with five (5) years of management experience in the functional areas mentioned.

Ability to:

- Work closely with and provide policy and other recommendations to the General Manager
- Plan and direct activities related to and regarding, various state, federal and other entity licenses, contracts and agreements as they relate to water rights, water supply
- Analyze documents as they relate to District issues.
- Maintain effective working relations with various governmental agencies, non-governmental organizations, consultants and vendors.
- Handle sensitive and confidential information appropriately.
- Communicate effectively orally and in writing.
- Maintain good relations with news media.

Knowledge of:

- Irrigation district policies and procedures related to water distribution, water quality, laws affecting water distribution and use in California.
- All applicable state and federal water laws, with special emphasis on the State Water Resources Control Board, Regional Water Quality Control Board, California Division of Safety of Dams and the Federal Energy Regulatory Commission.
- State and federal legislative processes.
- California Environmental Quality Act, National Environmental Policy Act, internal functions of water distribution agencies.
- Budgeting and cost control.
- Engineering principles.

Necessary Special Requirements:

- A valid registration as a Civil or Agricultural Engineer in the State of California is desirable but not required.
- Must file a Statement of Economic Interests in compliance with Government Code Section 8100.
- Must complete a two hour Ethics training course every two years in compliance with California AB 1234.
- Must complete two hours of Sexual Harassment training every two years in compliance with California AB 1825.
- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment

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The mental and physical demands described here 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 functions:

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self-directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state/ federal/agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

TYPICAL PHYSICAL DEMANDS:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways and uneven ground from time to time.

Sitting: Remains in a seated position for up to eight (8) hours per day

Hands/Arms: Operates computer for up to eight (8) hours per day

Lifting: Raises and lowers boxes and supplies up to twenty-five (25) pounds.

Stooping: Bends body downward and forward by bending at the knees or waist

Talking: Expresses ideas and shares information by means of spoken work in person and by telephone.

Hearing: Hears well enough to receive communications in person and by telephone.

Vision: Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

SUPERVISION:

The position receives general supervision from the General Manager.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature/Date

Supervisor Signature/Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.