

Staff Report

for the Board of Directors Meeting of September 12, 2018

TO: Board of Directors
FROM: Jana Kolakowski, Human Resources Manager
DATE: September 5, 2018
SUBJECT: Addition of New Job Classification – Environmental Resources Administrator (Consent)

HUMAN RESOURCES

RECOMMENDATION:

Approve the following new Job Classification of Environmental Resources Administrator, as recommended by the Administrative Practices Committee on September 4, 2018.

BACKGROUND:

The District's Watershed Department aims to ensure that the District is working towards science-based water resource management activities, maintaining high quality functional watersheds and promoting safe and secure water supply now and in the future. To support these goals and ensure effective leadership as the department grows, the Environmental Resources Administrator position will fulfill this need.

This classification has been designated by the General Manager as Professional and is an FLSA exempt position. A job description was sent to AFSCME as a courtesy.

BUDGETARY IMPACT:

\$1,400 in additional salary to the end of 2018 estimated, currently in the budget.

Attachments (1):

- Job Description – Environmental Resources Administrator

NEVADA IRRIGATION DISTRICT

ENVIRONMENTAL RESOURCES ADMINISTRATOR

Range C03 – BOD **XX-XX-18**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, organize, direct and supervise staff responsible for environmental and watershed resource activities and to perform a variety of professional level duties related to technical and operational support of the division including to develop and implement division budgets, contractor management, and grant management for forest health and water supply security; implement watershed education activities and foster regional collaboration in the environmental and watershed profession; interact with all departments on environmental projects and resource management issues; and to provide or secure technical and scientific support as needed.

FLSA STATUS

Exempt

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant General Manager.

Exercises direct supervision over assigned technical and administrative personnel.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Develop and implement divisional goals and objectives; lead in divisional strategic planning and determining appropriate processes and procedures to complete program goals; ongoing monitoring and reporting internally and externally as needed
2. Participate in annual budget preparation and daily budget administration; prepare cost estimates; submit justifications for purchases; monitor and control expenditures.
3. Plan, prioritize, assign, supervise and review the work of staff involved in the division; develop schedules and methods to accomplish assignments; produce technical reports as necessary; secure and manage contractor agreements and project compliance.
4. Perform a variety of specialized, technical, and project management duties in support of the District's watershed and environmental resource programs.
5. Coordinate with District-wide departments and organizational partnerships in support of healthy forests and watersheds and environmental education programs.

NEVADA IRRIGATION DISTRICT

Environmental Resources Administrator

6. Develop, plan and execute District resource management work in the aquatic and terrestrial environments while ensuring regulatory and grant compliance.
7. Oversee and manage successful implementation of projects, plans and programs.
8. Work with District supervisors and managers to maintain standards; implement and maintain District policies and plans as applicable;
9. Research grant opportunities and assist and/or lead in the preparation of proposals;
10. Analyze problems and issues of assigned function; identify alternative solutions and communicate consequences of actions; collaboratively implement recommendations.
11. Advise District management and staff on a variety of standards, compliance regulations, and requirements.
12. Ongoing Project Management including implementation, monitoring, support and reporting.
13. Perform environmental field investigative and compliance work; special studies; field sampling; environmental survey; clean-up/mitigation activities.
14. Research and respond to requests for information, inquiries or complaints from public.
15. Develop, implement and participate in watershed education and community watershed outreach programs.
16. Other duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of environmental planning, watershed science, forestry and fire science, habitat restoration, natural resource management, life sciences, climate change, and conservation planning.

Grant management and compliance reporting.

Methods & techniques of data collection, technical report writing, and environmental analysis.

Applicable laws; principles and practices of natural resource management.

Technical report, policy and correspondence writing.

Instruments used in environmental analysis.

Basic safety precautions, procedures, practices and regulations for natural resource management projects.

Effective team building techniques.

Modern office equipment including use of applicable computer applications.

NEVADA IRRIGATION DISTRICT
Environmental Resources Administrator

Ability to:

Perform professional & technical duties in assigned environmental programs.
Manage projects.
Prepare technical reports.
Prepare and administer a budget.
Coordinate the work of consultants.
Analyze, interpret, apply laws, rules and regulations.
Strategize and lead in environment planning, habitat restoration, natural resources management activities, including environmental education and community outreach.
Operate a variety of field testing equipment and apparatus.
Perform complex scientific research, analysis and reporting.
Assess, mitigate, monitor and report environmental impacts.
Make formal presentations to a variety of audiences, including the Board of Directors.
Operate a computer using word processing and business software.
Understand situations threatening health and safety and report to the appropriate District supervisor or manager.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.

Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
Operate equipment in a careful and safe manner.
Not interfere with other employees' uses of safeguard.
Not remove, displace, damage, destroy, or tamper with safety devices, safeguards, notices or warnings.
Report any safety risks or hazards to your supervisor or other management personnel, and recommend appropriate solutions.
Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Ten or more years in an environmental resource management/analyst position with science-based progressive experience.

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Environmental Resources Administrator

Education:

Master's degree or greater in biology, environmental science or related field.

License and Certificate

Possession of a valid California driver's license.

Grant writing certificate or equivalent/relevant work experience.

WORKING CONDITIONS

Environmental Conditions:

Work is either performed in a temperature controlled office environment subject to typical office noise or in an outdoor environment subject to outdoor conditions including extreme heat and cold and wet, humid conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and in meetings for long periods of time, frequent site visits to outdoor construction sites; maneuvering rough terrain under moderate weather conditions, intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 40 pounds or less; and must be able to walk long distances outdoors.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; know and interpret laws, regulations and codes; and handle conflict.