



Position: Special Projects Manager (Limited Term)

Reports to: General Manager

Definition

Under general direction performs a variety of highly responsible, complex project management on long-term water sustainability, strategic planning initiatives, water resource management and support to the General Manager. This limited term position is classified as “at-will” with an initial term of 6 months.

Typical Duties

- Develops, implements, and monitors short and long-term projects, plans, goals and objectives focused on achieving the District’s mission, strategic plan, and Board priorities.
- Provides direction to and manages the work of consultants and project team to insure quality products or services are delivered on schedule and within budget.
- Establishes and maintains cooperative relationships with representatives of the community, government agencies and public officials, customers, public interest groups.
- Manages grants to fund special projects; directs the work of grant consultants and/or assigned staff.
- Represents the District in dealings with constituent agencies, and with other industry and local, state and federal governmental agencies, and professional organizations.
- Oversees and manages the preparation of requests for proposal and agreements for various specialized professional services contracts. Acts as the project manager.
- Conducts special studies involving research and analysis of complex and sensitive information; develops recommendations and alternative solutions and implements initiatives.

Qualifications

Any combination of experience and education that provides the required knowledge and abilities.

- Project management methods and best practices.
- Principles and methods of research and statistical analyses.
- Methods and techniques used in developing communications for internal and external audiences.
- Pertinent local, State and Federal laws, rules and regulations. Organizational skills and resourcefulness in finding information and answers.

- Ability to prioritize and work independently to achieve project goals.
- Demonstrate creativity and initiative.
- Ability to use computers and communications equipment.

Education and Experience

Any combination that would likely provide the required knowledge and abilities is qualifying.

Working Environment

Work is performed in an office environment and the nature of the work requires that the incumbent operate a computer and other office equipment in a seated position for extended periods of time. May work outdoors in a variety of weather conditions.

License or Certification

Must possess and maintain a valid California Driver's License and a safe driving record.

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