



Little Thompson Water District  
835 E Highway 56, Berthoud, CO 80513  
(970) 532-2096

### **WATER RESOURCES MANAGER (39415)**

*Salary Range: \$138,100 – 178,200 Annually*

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

### **SUMMARY DESCRIPTION**

Under general direction from the District Manager, plans, organizes and directs a variety of water resources activities including securing and maintaining water supplies of quality and quantity sufficient to meet the District's needs; administer and develop raw water policies; inter-agency liaison with state, federal, and local agencies and organizations; supervises water resources staff; and performs other related work as required. Areas of program responsibility include coordinating the development of long-range water supply plans, alternate water supplies, regional partnerships, and dry-year supply planning; supervising the implementation of water conservation; coordinating compliance with water supply assessment requirements; and coordinating District activities regarding other regional and state issues that may impact District water supplies.

### **REPRESENTATIVE DUTIES**

*The following duties are expected; however, the position may require additional or different duties from those set forth below to address business needs and changing practices.*

- Manages long term water resources planning projects (Raw Water Master Plan or Integrated Resources Plans) to ensure the District has adequate water supplies to meet future demands. Manages and negotiates the purchase, sale, exchange, and lease of water and water rights. Evaluates the yield of the District's water system including potential new water supplies, conservation measures and operations. Researches, prepares and/or reviews complex technical and administrative reports and recommendations on water resources planning issues and presents to senior management and/or the Board of Directors.
- Coordinates implementation of projects and programs recommended in an integrated resources or Raw Water Master Plan including development of second use water and dry year supplies. Negotiates terms and conditions of water supply exchanges. Provides oversight and review and approval or acceptance of technical reports prepared by consultants.
- Oversees, develops and/or reviews ideas for water uses, change in use, reuses, contracts, exchanges, or augmentation plans that can benefit the District and submittals of any associated Water Court applications to obtain decrees through Water Court, working with special water legal counsel and consultants. Oversees and participates in strategic and settlement decisions. Acts as a technical

resource expert in water resources matters, making recommendations on technical reports and studies.

- Represents the District in meetings with federal and state agencies, industry groups, and upstream water agencies regarding a variety of water resources planning issues of mutual concern. Provides coordination of applicable local, state and federal environmental regulations if necessary.
- Continually assesses proposals and trends impacting source and quality of the District's water and explores projects and funding to address issue.
- Assists District Manager in evaluating proposed legislation and regulations and coordinates with District's external representative(s) and other managers, as appropriate, on legislative or regulatory issues to protect the interests of the District.
- Directs the District's demand management programs, including developing strategies for new programs and projects.
- Participates in and provides oversight to the development of the Water Resources annual budget requests. Oversees the forecast of additional funds needed for staffing, outside services, and equipment supply needs based upon recent trends and planned activities. Monitors expenditures after budget adoption. Approves purchase requisitions.
- Prepare reports, agenda items, and presentations for monthly Board of Directors meetings, which may include top management, public groups and/or boards of directors.
- Manages staff who are responsible for the accuracy and sufficiency of the District's raw water requirements. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge and Abilities:** Generally, learn and apply policies, rules, regulations and procedures to a variety of work-related situations with the following general list of items important to the position, it should be noted that the list is not comprehensive.

- Knowledge of complex principles and practices of water utility including applicable planning and resource management.
- Current Colorado water policies and issues, pertinent to federal and state laws and regulations.
- Experience in directing water court proceedings as the client.
- Understanding of local ditch company and water district practices and policies.

- Advanced computer skills, including applications relating to evaluating water resources utilizing spreadsheet, database applications, and allocation models such as MODSIM.
- Lead and participate in a full range of planning duties related to water resources.
- Excellent verbal and written communication skills.
- Ability to work effectively on teams and across departments.

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

**Education/Training**: Bachelor's degree from an accredited college or university in water resources, watershed science, hydrology, civil engineering or a field closely related.

**Experience**: Ten years of increasingly responsible experience in water resource planning or management, including a minimum of three years of managerial responsibility.

**License or Certificate**: A valid Colorado driver's license and satisfactory driving record to drive District vehicle.

**WORKING CONDITIONS/ENVIRONMENT/PHYSICAL REQUIREMENTS**: *The conditions herein 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 job functions.*

Duties performed in both an office and field settings. The essential functions of this classification are performed in a controlled-temperature office. Office setting may have exposure to noise, sitting for extended periods, phones, walk-in customers, able to effectively operate multiple types of office equipment. On occasion, the position requires the ability to travel on District business and to visit and inspect District facilities and projects. Field settings may include exposure to a variety of weather conditions. Physical demands are moderate and consisting of sitting, stooping, kneeling, standing, walking, lifting, and carrying up to 50 pounds as well as occasionally navigating rough or uneven surfaces. Awareness of safety procedures and equipment. Schedules may be irregular and/or require overtime.