



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MANAGER, WATER PLANNING AND DROUGHT RESILIENCY	44	A	6.715

JOB SUMMARY

Managers, Water Planning and Drought Resiliency plan, develop, organize, coordinate, direct, and evaluate the State's water planning, drought resiliency, and floodplain management programs.

JOB DUTIES

1. Plan, organize, direct, control, and coordinate resources and personnel.
2. Direct the development of management programs and associated policies and procedures.
3. Develop goals, objectives, and long-range plans and organize staffing and other resources to meet the needs of new or changed programs and services.
4. Review programs, identify problems, offer solutions, and make recommendations for future programs, plans, and directives.
5. Review, provide updates, and make recommendations on best practices and guidelines for floodplain management, water planning, drought response, and water conservation.
6. Research alternative water resources, review and approve water conservation plans, and review and provide guidance and recommendations on county water resource plans.
7. Coordinate with other State agencies to advance the work of the Drought Response Committee and assist during any executive orders regarding flooding or drought.
8. Ensure the State is an active participant in the National Flood Insurance Program.
9. Coordinate with stakeholders on drought monitoring and conservation incentives.
10. Assist State and local governments in the development, management, implementation, and oversight of interstate and local water and drought agreements and plans.
11. Provide outreach and public education messages and represent the agency at various hearings, meetings, mediation processes, interagency workgroups, and conferences.
12. Ensure water use inventory reports are prepared properly and reviewed for accuracy and consistency, so the amount of water used within Nevada is accurately reported.
13. Monitor progress of projects and submit interim and final project reports.
14. Review and evaluate operational efficiency and compliance.
15. Analyze and propose legislative changes for program management, draft amendments, and provide testimony.
16. Coordinate and develop the section budget, determine priorities, and present, justify, and answer questions related to the section budget and special appropriations.
17. Develop, review, and monitor federal and/or State grants.
18. Prepare analytical, narrative, statistical, and technical reports and documents.
19. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people
20. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Five or more years of applicable experience as described in the job duties with a minimum of three years of supervisory/managerial experience and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; State executive and legislative processes; National Flood Insurance Program as administered by the federal government; applicable case law.
- Water use, water planning, and water conservation principles and practices; groundwater and surface water hydrology and hydrologic processes; current technologies and methods used in determining water availability; drought monitoring, response, and mitigation activities; floodplain management and mitigation planning.
- State budgeting, accounting, purchasing, contracts, and grant application and management principles and practices.
- Principles and practices of supervision, training, public administration, organization, and management; GIS systems; federal grant management; principles and practices of data processing; techniques for providing information to the public.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Organize and manage programs, projects, and hydrologic studies pertaining to water resources and water rights; assist with coordination and management of water use agreements for the State; make comprehensive recommendations on hydrological problems; revise priorities and improve production.
- Analyze information, technical data, problems, situations, practices, or procedures to define the problem or objective; write clear and concise reports.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

SPECIAL REQUIREMENTS

1. A valid Nevada driver’s license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:*

(Check all that apply)

- | | | | | |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running | <input checked="" type="checkbox"/> lifting, 20 lbs | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting | <input type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 20 lbs | <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 20 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling |

Indicate any other requirements which are essential to the successful performance of this job:

(Check all that apply)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing) | <input checked="" type="checkbox"/> Ability to understand technical manuals |
| <input checked="" type="checkbox"/> Ability to speak | <input checked="" type="checkbox"/> Ability to work amicably with co-workers |
| <input checked="" type="checkbox"/> Ability to write legibly in English | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English | <input checked="" type="checkbox"/> Ability to follow supervisor’s instructions |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.