



FOX CANYON GROUNDWATER AGENCY EXECUTIVE OFFICER

Class Code:
TBD

Bargaining Unit: Management/Confidential
Clerical/Unrepresented Others

VENTURA COUNTY

SALARY RANGE

TBD Hourly
TBD Biweekly
TBD Monthly
TBD Annually

DEFINITION:

In accordance with policy direction of the elected five-member Board of Directors, the Executive Director is responsible for the total operation of the Fox Canyon Groundwater Agency (FCGMA) including leading solutions for long term groundwater resources management. The Executive Director will ensure effective legislative and regulatory compliance, facilitate and collaborate with inside and outside stakeholders to ensure stakeholder interests and concerns are being addressed; and provide overall strategic direction to ensure the County's groundwater strategy is effective.

Distinguishing Characteristics:

This single position classification is fully accountable to the Board of Directors for the management of the Fox Canyon Groundwater Management Agency. This position is exempt from the Civil Service System.

EXAMPLES OF DUTIES:

Duties may include but are not limited to the following:

Item 23, Exhibit 23A – Draft Executive Officer Job Description

- Develops, plans and implements Agency goals and objectives including the recommendation and administration of policies and procedures.
- Coordinates Agency activities between departments and with outside agencies and organizations.
- Provides staff assistance to the Board of Directors including the preparation and presentation of staff reports and other necessary correspondence.
- Directs, oversees, and participates in the development of the Agency's work plan which includes assigning work activities, projects and programs, monitoring workflow, and reviewing and evaluating work products, methods and procedures.
- Supervises and participates in the development and administration of the Agency budget including directing the forecast of additional funds needed for staffing, equipment, materials and supplies, monitoring and approving expenditures, and implementing mid-year adjustments.
- Represents the Board of Directors in enforcing all rules pertaining to the management and operation of the Agency.
- Represents the Agency in intergovernmental relations relating to Agency operations.
- Attends all meetings of the Board and makes recommendations to the Board concerning administration and management of the Agency as believed necessary.
- Directs studies and investigations concerning the administration and management of Agency operations and the development of future plans for growth and believed necessary and desirable.
- Serves as purchasing agent and personnel officer for the Agency unless otherwise delegated.
- Represents the Agency to outside groups and organizations and participates in outside community and professional groups and committees.
- Researches and prepares technical and administrative reports and studies and prepares written correspondence.
- Builds and maintains positive working relationships with the Board of Directors, management, co-workers, other Agency employees and the public using principles of good customer service.
- Performs other related duties as required.

QUALIFICATION GUIDELINES:

Knowledge, Skills, and Abilities:

Thorough knowledge of:

- Management practices as applied to the evaluation of programs, policies, and organizational needs.
- Principles and practices required to plan, monitor, and evaluate water infrastructure programs and projects.
- Principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- Applicable laws, codes, and regulations associated with the management of water resources.
- Principles of water flow and hydrologic modeling
- Principles and practices of grant development and administration, including funding sources typical for the water industry.

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- Principles of effective public relations and interrelationships with public and private agencies, community groups and various levels of government.
- Principles and practices of budget administration.

Working ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Perform administrative functions including planning, organizing, staffing, and directing.
- Conduct analytical studies including financial analyses, evaluation of alternatives, and make sound recommendations.
- Examine complex and technical information contained in multiple documents and proposed legislation to accurately report potential impacts and provide solutions. Conduct research, collect data from various resources, and write statistical reports.
- Communicate effectively both verbally and in writing.
- Prepare and present technical information at public meetings.
- Build consensus among stakeholders with differing points of view.

RECRUITING STANDARDS:

Education/Experience:

Any combination of education, training, and experience which could lead to the possession of the required knowledge, skills, and abilities.

An example would be graduation from an accredited college or university with a bachelor's degree in business administration, Public Administration, Engineering, Hydrogeology, or a closely related field and five (5) years of administrative experience in water resource management.

Desired:

Possession of related professional licenses and/or certifications.

Extensive knowledge of Sustainability Groundwater Management Act (SGMA) legislation and guidelines.