



CLASS SPECIFICATION

Job Code: WM14
FLSA Status: Exempt
Effective Date: 10/14/2025
Salary Range:
\$14,176 - \$20,945 monthly

CLASS TITLE: DIRECTOR OF WATER RESOURCES

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*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.*

SUMMARY DESCRIPTION

Under direction of the Executive Officer, performs highly responsible and complex professional work while assisting the Executive Officer in directing and coordinating the activities of the Main San Gabriel Basin Watermaster and the Raymond Basin Management Board (collectively, Watermaster); promotes effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources; directly supervises assigned programs, functions, and operations; provides leadership in policy formation; and serves as acting Executive Officer as required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume full management responsibility for the following areas: Technical, project and strategic initiatives; manage the development and implementation of goals, objectives, and priorities for each assigned area; recommend and administer policies and procedures.
2. Promote effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources.
3. Assess and monitor workload, administrative and support systems, and internal reporting relationships for assigned areas of responsibility; identify opportunities for improvement; direct and implement changes.
4. Plan, direct, and coordinate, through management level staff, work plans for assigned functions; develop goals, objectives, and performance measures for assigned projects and programmatic areas of responsibility; provide direction and supervision on key projects; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Manage strategic information technology activities and coordinate in conjunction with Director of Administrative Services relating to hardware, software, GIS, and telecommunications systems.
6. Participate in the selection as well as, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Participate in leadership and management programs to provide positive constructive leadership and management direction to staff and all levels of the organization.
8. Actively engage in the succession management initiative, including assisting the Executive Officer in leading the agency's workforce planning efforts and encouraging related staff development through appropriate development activities.



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9. Oversee and participate in the development and administration of the budget for assigned functional areas; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
10. Participate in the development of long range operating goals, objectives, policies, and priorities for Watermaster; incorporate organizational input into goals and objectives for Watermaster for the Executive Officer's and Board of Directors' approval; develop new policies in consultation with the Executive Officer; interpret and implement policies and goals set by the Board; confer with management and employees regarding significant policy and procedural changes.
11. Under the direction of the Executive Officer, coordinate and manage the strategic planning process and develop performance measures to assure effective implementation.
12. Participate in the preparation, coordination, and presentation of Watermaster's strategic plans, annual budget, capital improvement budget, and internal fiscal control measures; participate in the development and presentation of financial forecasts and historical information including reviewing expenditures and revenues; review purchase orders and payment request to ensure appropriate expenditure of agency funds.
13. Coordinate and participate in providing responsible staff assistance to the Executive Officer, Board of Directors, and agency committees as assigned; attend Board of Directors meetings and other public meetings to assist or represent the Executive Officer; prepare, review, and make recommendations to the Board of Directors on issues for its consideration and action; carry out the directives of the Executive Officer and Board of Directors by assigning tasks and evaluating results.
14. Supervise the conduct of studies, surveys, and the collection of information on difficult operational and administrative problems; analyze findings and prepare reports of practical solutions for review.
15. Investigate new operating techniques and new technologies to determine more efficient and effective ways to operate and maintain agency facilities and programs.
16. Prepare reports and correspondence and make presentations to legislative bodies, other agencies, the general public, and agency personnel on issues regarding Watermaster activities and functions.
17. Serve as acting Executive Officer as appointed by the Executive Officer; oversee agency operations in the Executive Officer's absence; provide assistance to the Board of Directors; respond to requests for policy implementation direction, as directed.
18. Attend and participate in professional group meetings; stay abreast of new trends and innovations related to the ongoing operation of a watermaster agency.
19. Responsible for overseeing and evaluating the performance of Watermaster's technical, project, and strategic initiatives in setting goals and performance measures.
20. Responsible for overseeing and evaluating the performance of subordinates in setting goals and performance measures, and conducting performance reviews of direct reports at least once annually.
21. Perform related duties as required.



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REPORTING RELATIONSHIPS

- Reports to the Executive Officer
- Directly supervise the following positions (as filled):

Senior Water Resources Analyst
Water Resources Analyst II
Water Resources Analyst I

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 of:

Advanced principles and practices of public administration including the organization, functions, and problems of adjudicated groundwater basins.
Operations, services, and activities of a water district.
Government, governing body, and legislative processes.
Principles and practices of generally accepted human resources management, labor relations and negotiations.
Principles and practices of budget preparation and administration.
Current social, political, and economic trends and operating problems of adjudicated groundwater basins and water districts.
Advanced principles and practices of organization, management and supervision.
Principles and practices of strategic planning.
Methods of analyzing, evaluating, and modifying administrative procedures.
Decision making techniques.
Pertinent federal, state, and local laws, codes and regulations.
Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
Advanced interpersonal skills.
Principles and practices of program development and administration.
Methods and techniques of research, statistical analysis, and report preparation and presentation.
Principles of business letter writing.
Modern office procedures, methods, and equipment including computers.

Ability to:

Provide effective leadership to and coordinate assigned activities of the Watermaster.
Plan, design and execute complex projects
Analyze a variety of administrative and organizational problems and make sound policy and procedural recommendations to the Executive Officer and others as assigned.
Analyze and define problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals to the Executive Officer and others as assigned.
Identify and respond to the Executive Officer's and Board of Directors' issues, concerns, and needs.
Participate in the development and administration of Agency-wide goals, objectives and procedures.
Research, analyze and evaluate new service delivery methods and techniques.



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Prepare clear and concise administrative and financial reports. Prepare and administer budgets. Interpret and apply federal, state and local policies, laws and regulations. Plan, organize, and direct the work of staff.

Select, supervise, train and evaluate staff. Delegate authority and responsibility as required. Negotiate and resolve complex issues.

Operate a variety of office equipment including a computer and standard office applications.

Make effective oral and written presentations to groups within and outside the District including legislative bodies.

Must be able to attend and participate in meetings held outside of traditional work hours including evenings and weekends as necessary.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines –possess a combination of education and experience equivalent to:

- Bachelors' degree plus eight (8) years of progressively responsible supervisory experience in a public agency and/or private company
- Advanced degree may substitute for two (2) (MA/MS) or (3) years (JD, PhD) of experience

Degree must be from a fully accredited university or college and may be from any of a range of relevant fields such as engineering, business/management, public administration, political science, economics, law, or environmental studies.

License or Certificate:

Possession of a valid California Class C driver's license.

Must apply for the ACWA JPIA Leadership Essentials for the Water Industry Program within one year.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Requires the ability to receive, understand, and act upon verbal and written communication from others, and to communicate with others. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit and stand; and to talk and hear. Must be able to carry, push, pull, reach, and lift equipment and parts up to 25 lbs. and heavier weights with the use of proper assistance.

Must be able to participate in job-related activities at times other than normal business hours, i.e., evenings and weekends, and at various locations that will require operating a motor vehicle. Requires occasional air travel and overnight stays.