

CITY OF BRISBANE

**C/CAG STORMWATER PROGRAM DIRECTOR
(CITY/COUNTY ASSOCIATION OF GOVERNMENTS
COUNTYWIDE STORMWATER PROGRAM)**

Definition

Under general direction of the Executive Director of the City/County Association of Governments of San Mateo County (C/CAG), the C/CAG Stormwater Program Director plans, organizes, directs, and coordinates activities and programs related to stormwater management and the Countywide Stormwater Program. This position provides technical and administrative support to C/CAG on stormwater and related issues; coordinates projects and programs with C/CAG's member agencies and outside agencies and stakeholders; manages budgets related to all assigned projects and programs; designs and uses standard work, policies and procedures; develops and executes C/CAG plans and objectives; exercises professional and technical leadership through staff supervision and consultant management. Coordinates activities with other C/CAG programs; responsible for coordinating countywide activities related to municipal stormwater management requirements as promulgated by the San Francisco Bay Regional Water Quality Control Board.

Class Characteristics

Oversee the strategic planning, organizing, directing and coordinating for the Countywide Stormwater Program. Monitor and lead teams responsible for a wide variety of stormwater plans, programs, and projects. Manage contracts for a variety of projects and studies. Work to maximize the value of stormwater funding by managing various funding sources and assigning projects to the most appropriate fund source. Represent the agency in various environments, analyze stormwater and water policies related to funding and project delivery, and develop and implement goals, policies and priorities to support the overall quality of life for citizens as related to storm water runoff and its connections with transportation, climate resilience, urban greening, water supply and conservation, and other related issues. This is an advanced-level, professionally registered engineering classification that performs a wide variety of engineering duties that require exercising independent judgment and initiative in prioritizing, scheduling, assigning and coordinating work. This class is distinguished from other engineering classes in that it is specific to managing implementation of general program tasks required by C/CAG under the Countywide Stormwater Program for all local jurisdictions in San Mateo County.

Supervision Received and Exercised

Receive general direction from the C/CAG Executive Director. Exercise direct supervision over lower level professional personnel as well as direct and manage consultants and contract service providers.

Examples of Duties (Illustrative Only)

- Provide technical support and recommendations to the C/CAG Board in the formulation and implementation of stormwater program priorities, funding, programming, planning, and projects.

- Provide technical support and analysis to the C/CAG Board and Stormwater Committee on stormwater-related issues including climate resilience.
- Work on assignments that are highly complex and sensitive in nature, where substantial judgment and initiative is essential.
- Procure, manage, direct, and monitor consultant services, including contract negotiation and invoice processing.
- Monitor and ensure effective internal controls are in place for projects and programs to ensure compliance with all applicable federal, state, and local laws and regulations.
- Recruit, select, develop, supervise, motivate, and evaluate staff and ensure timely and quality of staff work product.
- Apply for and administer grants and manage grant funded projects.
- Represent CCAG and C/CAG member agencies in regional and local stormwater task forces, work groups, and committees, including the Bay Area Stormwater Management Agencies Association
- Work in collaboration with C/CAG member agencies and partner agencies to ensure customer satisfaction as well as represent C/CAG's best interests.
- Analyze stormwater-related policies and proposed legislation, recommend positions to be taken by C/CAG. Maintain liaison with officials in the legislative and other governmental offices to further C/CAG goals, objectives, and interests.
- Coordinate among C/CAG member agencies, the Bay Area Stormwater Management Agencies Association (BASMAA), California Stormwater Quality Association (CASQA) and relevant regional and state agencies regarding stormwater-related plans, projects, programming, and allocation of funds.
- Assist the Executive Director in strategic planning and organization management. Participate as a member of the senior management team in the development and implementation of organization-wide policies and programs that will contribute to its overall success.
- Manage C/CAG stormwater funds such as Measure M vehicle registration funds and the Countywide Program's stormwater property tax fees.
- Maintain and track program and project budgets; review accounting/financial reports from C/CAG Fiscal Agent and reconcile differences. Provide supporting information for financial audits on responsible programs/projects
- Develop and recommend strategies and priorities on stormwater, climate resilience, integration of stormwater management with transportation investments, and associated strategies as they relate to stormwater quality and quantity.
- Responsible for the development, implementation, and management of plans, projects, programs, and resources such as the Countywide Stormwater Resource Plan, Countywide Hydrology Model and Reasonable Assurance Analyses, Countywide Sustainable Streets Master Plan, Green Infrastructure Design Guide, web-based stormwater-related GIS resources, and the Countywide Program's website and online presence. Coordinate between the region and San Mateo County on evolving stormwater permit regulations and related activities.
- Coordinate with San Francisco Bay Regional Water Quality Control Board and U.S. Environmental Protection Agency on the development and implementation of policies, regulations, and requirements.
- Create goals and strategies that support C/CAG's vision and management philosophy.
- Plan, direct, manage and support C/CAG-sponsored stormwater or integrated projects to ensure timely and cost-effective delivery of projects by working with involved agencies and consultants.
- Coordinate with federal, state, regional and local agencies to ensure compliance with pertinent administrative requirements.

- Coordinate with C/CAG legal counsel regarding unfunded mandate test claims, permit appeals, and litigation issues.
- Oversee annual revenue program for the Countywide Stormwater Program, including facilitating consultant activities to ensure collection of annual fees on the property tax rolls by the County Assessor's Office.
- Performs related duties and responsibilities as assigned.

Qualifications

Knowledge of:

- Principles and practices of municipal management and public administration, including supervision and evaluation of personnel, budget planning, preparation, and implementation, and public affairs.
- Principles and practices of governmental procurement principles, contract negotiation, preparation and administration.
- Pertinent local, state and federal laws, rules, regulations and enforcement procedures.
- Practices and procedures as applied to the analysis and evaluation of programs, policies and operational needs.
- Local and state legislative processes and the key players within those processes.
- Basic principles and practices of C/CAG's operations and its administration and organization.
- Principles and practices of stormwater engineering and planning or urban planning.
- Technical, legal, financial and public relations aspects of municipal government.

Skill in:

- Research, analyze, and make recommendations on administrative and management practices and procedures.
- Communicate effectively both orally and in writing; prepare comprehensive administrative, fiscal and technical reports and correspondence.
- Represent C/CAG to other departments, agencies, and before public bodies.
- Establish and maintain effective and cooperative working relationships with others contacted in course of performing assigned responsibilities.
- Integrate a variety of activities and services to achieve program goals, objectives, and priorities.
- Apply principles and techniques of community engagement.
- Speak effectively to diverse audiences, including professional, civic, legislative, and citizen groups.
- Maintain cooperative working relationships with other agencies and staff.
- Prepare complex and detailed written reports, program policies, procedures and contracts.
- Interpret policies, guidelines and procedures.

Education and Experience:

Education:

Graduation from an accredited college or university with a Bachelor's Degree in environmental engineering or a closely related field.

Experience:

Eight years of increasingly responsible professional civil or environmental engineering experience involving program oversight, project or construction management, policy interpretation and implementation. Municipal managerial, professional engineering, and supervisory experience is highly desirable.

License:

Possession of or the ability to obtain a valid California Class C driver's license and have a satisfactory driving record. Possession of a valid certificate of registration as a Civil Engineer issued by the State's Department of Consumer Affairs, Board for Professional Engineers and Land Surveyors. Such licenses and certifications shall be maintained during employment.

Working Conditions:

Work in a standard office environment with some exposure to outdoors, mechanical hazards, traffic, and electrical hazards. Must be able to travel to various locations to fulfill job responsibilities.

Physical Demands:

Sufficient mobility and physical flexibility to negotiate difficult project sites and construction terrain where crouching, bending, stooping, climbing and/or kneeling would be required. Vision to adequately and quickly review plans and specifications, read printed materials, and a computer screen. Mental alertness and comprehension to learn and retain technical and administrative information, terminology, equipment, policies, procedures and safety practices. Physical stamina to work extended or irregular hours and attend lengthy meetings and attentively follow proceedings. Ability to maintain sustained posture in a seated position for prolonged periods of time. Hearing and speech to communicate in person and over the telephone. Ability to speak clearly and write clear and concise English.

Approved Date:
Resolution:

Revised Date:
Resolution:

Bargaining Unit:
Resolution:

Former Titles:

Abolished: