

CITY OF BRISBANE

PROGRAM MANAGER (SAN MATEO COUNTYWIDE WATER POLLUTION PREVENTION PROGRAM)

Definition

Under general direction of the Executive Director of the City/County Association of Governments of San Mateo County (C/CAG), the Program Manager performs advanced administration, coordination and oversight of the San Mateo Countywide Water Pollution Prevention Program (Countywide Program). This position is responsible for coordinating countywide activities related to the National Pollutant Discharge Elimination System (NPDES) permit program as governed by the San Francisco Bay Regional Water Quality Control Board.

Class Characteristics

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 under the Countywide Program for all agencies in San Mateo County. The Public Works Director/City Engineer oversees this position in conjunction with the Executive Director of C/CAG.

Examples of Duties (Illustrative Only)

- Act as C/CAG's liaison for the Countywide Program on a variety of committees, workgroups, regulatory agencies, professional associations and private organizations.
- Serve as a Director on the Bay Area Stormwater Management Agencies Association (BASMAA) board; attend board and committee meetings, review agenda material and perform follow up tasks.
- Provide oversight of Technical Advisory Committee, including chairing monthly meetings, arrange and distribute correspondence and prepare memos and reports; facilitate subcommittee meetings and convene ad hoc committees as necessary (e.g., Municipal Regional Permit Implementation Committee).
- Review current legislation, proposed legislation and other stormwater related regulatory issues, and provide analysis with recommendations.
- Work with C/CAG legal counsel regarding new mandates, appeals and litigation issues.
- Prepare, coordinate and administer the Countywide Program's annual budget, for review by the Technical Advisory Committee. Present proposed budget for C/CAG's approval.
- Oversee annual revenue programs for the Countywide Program, including facilitating activities of consultants to provide necessary information to the County Assessor's Office for collection of annual fees on the property tax rolls and managing Countywide Program portion of annual vehicle license fee revenue.
- Identify, recommend, and pursue grant programs and funding opportunities to support program(s).

- Coordinate the development of consultant requests for proposals for professional and/or construction services, including advertising and bid processes; evaluate proposals and make recommendations for project award; administer contracts after award.
- Prepare a variety of written correspondence, reports, grant applications, procedures, regulations and other documents.
- Responds to questions from the general public, various agencies and media.
- Directs the work of the program in the absence of the executive director.
- Performs related duties and responsibilities as assigned.

Qualifications

Knowledge of:

- Applicable Federal, state and local laws, legal issues and regulatory codes related to water pollution prevention.
- Principles, methods and practices of civil engineering as applied to the planning, designing and construction of municipal public works facilities, including streets, sewers, traffic and construction projects.
- Technical, legal, financial and public relations aspects of municipal government.
- Principles and practices of municipal management, including supervision and evaluation of personnel, budget planning, preparation, and implementation, and public affairs.
- Modern developments, current literature and sources of information on engineering laws and regulations.
- Basic principles and practices of program budgeting.

Skill in:

- Interpreting and accurately applying applicable Federal, state, and local policies, procedures, codes, laws, ordinances and regulations.
- Understanding and implementing laws, regulations, policies and procedures.
- Preparing contracts and requests for proposal; administering contracts.
- Planning and organizing own work, coordinating projects, setting priorities, meeting critical deadlines, and following-up on assignments with a minimum of direction.
- Developing and implementing improvements to systems, organization, and operations within the organization.
- Planning, supervising, coordinating, reviewing and evaluating a variety of work groups and committees.
- Representing C/CAG effectively with representatives of other agencies and the public.
- Communicating clearly and concisely, both verbally and in writing; preparing clear and concise written reports.
- Applying computer programs related to the work, including presentation, project management, GIS, and data management applications; using a personal computer, the Internet and other engineering technological resources.
- Making effective oral presentations.
- Establishing and maintaining cooperative and effective working relationships with those contacted in the course of the work, such as with employees, contractors, consultants, elected and appointed officials, and the public.

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 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: January 18, 2011
Resolution: 2011-02

Revised Date:
Resolution:

Bargaining Unit: Mid-Management/Professional Employees Group
Resolution: 2011-03

Former Titles:

Abolished: