



# San Luis & Delta-Mendota Water Authority

842 6<sup>th</sup> Street, P.O. Box 2157, Los Banos, California 93635, (209) 826-9696, FAX (209) 826-9698

## Notice of Job Opening, Sacramento Area SPECIAL PROGRAMS MANAGER

**Application/Resume Deadline: Open Until Filled**

**Competitive Annual Salary Range: \$145,000 - \$160,000**

**Web Address: [www.sldmwa.org](http://www.sldmwa.org)**

*(Dependent on qualifications and experience)*

### MINIMUM QUALIFICATIONS

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** A degree from an accredited college or university is highly desirable.

**Experience:** Ten years broad and extensive professional experience as a project/program manager and/or scientist in water resources, two years of which have included responsibility in the development or implementation of environmental policies, programs, plan, or research projects; or conducting environmental monitoring and surveillance, enforcement, or environmental management programs and/or infrastructure project delivery. Knowledge and experience working with the U.S. Bureau of Reclamation, and other state and federal regulatory agencies. A record of project/program management, including demonstrated experience advising high-level managers. A strong record of effective communication.

#### **License/Certificate/Registration Requirements:**

Driver's License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the Authority's automobile insurance rates.

**Abbreviated Job Description:** The duties listed are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification. Under administrative direction of the Water Policy Director, the Special Programs Manager is responsible for guiding, promoting and managing the Authority's science activities and other special projects and programs as assigned. One aspect of this work includes Project and Program Management and the other is related to science activities, including management of fish species, water supply, and water reliability through science guided improvements in the management, regulation, and operation of the Central Valley Project. The Special Programs Manager will be responsible for planning and overseeing Authority projects and programs, and be dedicated to application of sound science and communication of information to federal, state, and local agencies and other pertinent interests, including the public. The Special Programs Manager will lead projects, manage consultants, and assist in budget preparation.

**Examples of Duties:** Duties listed are illustrative only and are not meant to be a complete and exhaustive listing of all the duties and responsibilities of the classification. Provide Project and Program Management expertise by planning, organizing, and leading special projects and programs, as assigned. Provide technical leadership to define scopes of work, recommended approaches and course of action to meet Authority goals and objectives. Direct, monitor and manage projects and/or programs from initial phase through implementation as directed. Provide scientific leadership, expertise

and guidance while directing the Authority's Science Program, including defining research needs, soliciting scientific studies from competent and reputable academics and private sector experts and managing budgets and overseeing researchers conducting scientific studies. Translate policy and management needs into scientific queries to produce and communicate solution oriented, empirical scientific information. Collaborate and coordinate with Authority member agencies' scientists, the U.S. Bureau of Reclamation, State and Federal regulatory agencies, the environmental community, and academia. Communicate the Authority's scientific understanding and activities across a broad spectrum of scientific professionals, technical, management, and policy groups, and at conferences, symposiums, etc. Develop and manage a science strategy and implementation plan for the Authority. Identify and manage consulting experts and activities.

**Knowledge of:** Project and Program management. NEPA/CEQA, Federal and State ESA, U.S. Bureau of Reclamation policies and procedures, and other federal and state regulations. Ecosystem and/or fisheries protection, conservation, and management. Communication and public and press relations. Staff, consultant, schedule and budget administration.

**Ability to:** Work and communicate collaboratively, cooperatively, considerately, and effectively. Manage staff, consultants, and budgets. Utilize speaking and writing skills to provide advice and consultation. Organize data, maintain records, and prepare reports. Evaluate and advise on the Authority's science activities. Use computer systems and software packages related to public information functions and travel as necessary.

**How to Apply:** Obtain application online at [www.sldmwa.org](http://www.sldmwa.org). Submit San Luis & Delta-Mendota Water Authority's employment application by mail (postmarks will not be honored) or email. Due to the current pandemic, we are closed to the public and not accepting in person application drop off.

San Luis & Delta-Mendota Water Authority  
Human Resources Department  
842 6<sup>th</sup> Street, P.O. Box 2157  
Los Banos, CA 93635  
[apply@sldmwa.org](mailto:apply@sldmwa.org)

***Resumes are encouraged; however, a resume will not be accepted in lieu of required application packet materials. Faxed application materials will not be accepted.***

## SELECTION PROCESS

**Required Application Materials:** The San Luis & Delta-Mendota Water Authority application must be submitted and received in order to be considered for this recruitment.

Meeting the minimum qualifications for this position does not guarantee that you will be selected for further consideration. Only those individuals most suited to our particular needs will advance to any skills and/or oral interview.

Should you need special accommodations for any skills test and/or interview, due to a qualifying disability, please contact the Human Resources Department at (209) 826-9696.

**Verification of Employment:** The Authority conducts verification of a candidate's employment history, education and training and other information contained in the Employment Application and any other materials submitted by a candidate in an application packet.

**Conditional Offer of Employment:** An offer of employment will be conditional upon legal ability to work in the United States and verification of a candidate's employment history, education and training, other information contained in the Employment Application, and any license requirements.

## BENEFITS

**Retirement Benefits: 401(a) Defined Contribution Plan:** A 401(a) Defined Contribution Plan is funded by the Authority contributing equal to 8% of your gross, base annual salary. **457 Deferred Compensation Plan:** participation in the 457 Deferred Compensation Plan is an election. If the employee elects to participate in the 457 Deferred Compensation Plan, the Authority will match up to 5% of an employee's base annual salary.

The total potential combined contributions for the 401(a) and the 457 plans by the Authority may amount to a maximum of 13% of your gross base annual salary. All contributions under both plans vest immediately to you. Upon retirement, a Retirement Health Savings (RHS) Plan is available.

**NOTE: You should be aware that the Authority does not participate in Social Security. This may affect Social Security benefits you have already earned upon retirement.**

Health Benefits: Three (3) medical benefit plans offered through ACWA-JPIA (Blue Cross PPO, Blue Cross HMO, Kaiser HMO). The Authority contributes 100% (depending on the plan) of the premium for the employee and 75% for the employee's eligible family members (depending on the plan).

Dental & Vision Benefits: The Authority contributes 100% of the premium for the employee and the employee's eligible family members.

Employee Assistance Program: Available to employees and their household members, 100% of the premium for the employee and family members by the Authority.

Holidays: Employees receive eleven (11) paid holidays, including one (1) floating holiday.

Vacation & Medical Leave: Vacation leave is accrued at the rate of 80 hours per year up through year 4. At year five, leave increases to 120 hours per year. At 10 years of service, vacation leave is accrued at the rate of 140 hours and at 15 years of service, vacation leave increases to a maximum of 160 hours per year. Medical leave accrues at the rate of 8 hours per month.

Optional/Voluntary Benefits include access to:

- Life Insurance
- Short/Long Term Disability Insurance
- AFLAC
- Credit Union
- Compressed Work Week (contingent upon individual work group needs)

*The San Luis & Delta-Mendota Water Authority is an Equal Opportunity,  
Male/Female, Vet/Disabled Employer*