

# INTERAGENCY WATER MANAGER

Job Code	Pay Grade
17619	SM3b

## Nature of Work

This is highly responsible professional, administrative, and technical work assisting the Director of Utilities in water management and water planning activities. Depending on area of assignment, the incumbent participates in organizing, planning, and coordinating the water, sewer, reclaimed water, and water planning activities for Pinellas County. Duties include managing professional and technical staff in collecting, analyzing, evaluating, and presenting information, as well as forecasting and programming the implementation of department plans developed consistent with policies and directives of the Board of County Commissioners and the Director of Utilities. The incumbent in this class is responsible for making important procedural and operational recommendations to the director of the department, and, as appropriate, assisting in their implementation to ensure maximum management efficiency. The incumbent reports to the director or designee.

## Minimum Qualification Requirements

- Bachelor's degree in civil, hydraulic, or sanitary engineering or business administration and 5 years of progressively responsible experience in engineering or business administration that includes 3 years as a experience in public water utilities operations or planning and/or in water regulatory agency operations; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Provides management and administrative support to the Director of Utilities in any and all phases of the Utilities Department programs and activities including maintaining and promulgating department rules and policies in accordance with county policy.
- Resolves complex personnel, environmental, and budget issues and problems.
- Coordinates with Tampa Bay Water, the Southwest Florida Water Management District, and the Florida Department of Environmental Protection on water planning and regulation activities.
- Initiates communication and cooperation between Utilities, internal county stakeholders, and municipalities regarding future opportunities for collaboration in water resource planning.
- Initiates discussions with municipal water systems regarding partnering possibilities to optimize the use of existing infrastructure.
- Presents material to the Board of County Commissioners, County Administrator, other officials, and official boards when required.
- Collaborates with the Communications Department to initiate communication and education programs regarding water management and conducts public relations activities.
- Coordinates with both internal and external stakeholders regarding future water initiatives.
- Reviews and obtains proper interpretations of the laws, rules and regulations affecting operation of a multi-faceted utilities system when appropriate.
- Acts in a liaison capacity with departmental and governmental agencies on water resource issues, regulation, and environmental matters.
- Serves as acting director in the absence of the director.
- Performs related work as assigned or required.

## INTERAGENCY WATER MANAGER (continued)

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### Knowledge, Skills, and Abilities

- Knowledge of the principles, practices, and procedures of public and business administration as applied in a large organization.
- Knowledge of the principles, standard methods, and practices of the operation and maintenance of water supply systems, reclaimed water supply systems, wastewater collection, transmission, treatment and reuse/disposal systems.
- Knowledge of budget and accounting principles, practices and procedures as applied in a large organization.
- Ability to apply computer applications and software.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to interpret current legislation, rules and regulations.
- Ability to plan, supervise and coordinate long range technical and administrative programs.
- Ability to address civic organizations or other public or private groups on subjects relative to water resource planning and projects.
- Ability to establish and maintain effective working relationships with subordinates, superiors, other county departments, community officials, citizens, state and federal officials.
- Ability to prepare new rules and regulations.
- Ability to plan, assign and lead the work of subordinates.

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Created	EEOC Code	Overtime Code
5/15	Officials & Managers	Exempt