



WATER RESOURCE PROGRAM ADMINISTRATOR

SCOPE OF WORK:

Work involves coordination and administration of statewide programs relating to the development and management of the state's water resources.

DUTIES PERFORMED AT ALL LEVELS:

- Plan, coordinate, and implement assigned programs or segments of larger and/or more complex programs.
- Research and interpret state and federal statutes, policies, regulations, and guidelines; develop program-related operating procedures; apply and communicate interpretations.
- Plan for and conduct audits of records and monitoring reviews to determine program compliance; provide technical assistance and make recommendations to program participants, state and local government or community officials, and other customers on meeting program requirements and actions necessary to correct deficiencies.
- Assist in the research and development of local program plans; review and determine eligibility for programs and/or funding.
- Plan, organize, coordinate, and/or conduct training, workshops, conferences, and informational and/or educational opportunities; prepare presentation materials and handouts; make presentations.
- Assist local government and community officials and other customers with project planning and acquiring program funding.
- Draft agreements and contracts for programs and projects.
- Perform cost/benefit evaluations for projects associated with programs.
- Respond to inquiries from local, state, and federal government personnel, community officials, and the public.
- Maintain a repository of program material, technical publications, and information for distribution.
- Perform activities associated with fiscal management of programs and/or grants, including but not limited to monitoring receipts and expenditures, determining allocations, approving financial transactions, performing reconciliations, preparing reports, etc.
- Design, develop, coordinate, implement, and maintain data collection and management systems as required.
- Coordinate reporting of local agencies; prepare and complete reports, records, and correspondence as required.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

WATER RESOURCE PROGRAM ADMINISTRATOR I 6052
GRADE K

LEVEL DEFINITION:

Work at this level involves program administration activities of a limited scope and complexity, as work is performed under general supervision of a manager who has considerable involvement with the program(s). Work activities primarily focus on providing technical assistance, monitoring activities and ensuring program compliance, and collaborating with internal and external customers to meet program requirements.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business or public administration or a field closely related to the specialization of the agency and the position to be filled, and two years of professional-level work experience involving compliance monitoring, program coordination, or program administration activities. May substitute additional experience in areas previously described on a year-for-year basis for up to two years of the educational requirement.

WATER RESOURCE PROGRAM ADMINISTRATOR II 6053
GRADE M

LEVEL DEFINITION:

Work at this level is characterized by increased responsibility for program administration activities and the level of decisions made on an independent basis.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Develop and implement policies for administration of programs.
- Plan and direct monitoring activities; evaluate program effectiveness and modify program components.

- Conduct meetings with local government and community officials to provide advice and resolve problems.
- Develop and manage work plans for programs; prepare and manage program budgets.
- Write grant requests; research and obtain other means of program funding; develop cost share agreements; initiate and approve payments for cost share reimbursements; administer grants.
- Oversee review processes and cost/benefit evaluations for projects associated with programs.
- Participate in the selection of assigned staff; manage assigned staff by planning and assigning work duties, developing and implementing work standards, coaching and mentoring, implementing performance management measures, and initiating and carrying out disciplinary measures as required.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business or public administration or a field closely related to the specialization of the agency and the program responsibility area and three years of professional-level work experience that included planning, coordinating, and/or implementing programs or projects. One year of the experience requirement must have included supervisory or program management responsibility.

Eff. Date: 9/02

Rev: 10/04 - Added lower level to make a two-level series

Rev: 07/12 - Conversion to Hay System

Rev: 08/12 - Revised minimum qualifications for I level