

DELAWARE RIVER BASIN COMMISSION

AVAILABLE POSITION

TITLE OF POSITION:	Manager Water Resources Management Branch
TYPE OF APPOINTMENT:	Full-Time/Permanent
DRBC GRADE:	E26
SALARY RANGE:	\$89,650 - \$134,300
EDUCATIONAL REQUIREMENTS:	(See Attached)
EXPERIENCE REQUIREMENTS:	(See Attached)

POSITION DESCRIPTION

(See attached)

Instructions to Applicants

Submit resume and salary history to Richard C. Gore, Chief Administrative Officer
Delaware River Basin Commission
25 State Police Drive, P.O. Box 7360
West Trenton, NJ 08628
or send via email to denise.mchugh@drbc.nj.gov
(email submissions are preferred)

Submissions Must Be Received by 4:00 p.m., Friday, September 18, 2015

**DELAWARE RIVER BASIN COMMISSION
CLASSIFICATION PLAN
POSITION DESCRIPTION**

POSITION OF TITLE:	Manager Water Resources Management Branch
EMPLOYEE STATUS:	Full-Time/Permanent
BRANCH:	Water Resources Management Branch
GRADE:	E26
SUPERVISED BY:	Deputy Executive Director

POSITION DESCRIPTION

The Manager plans, organizes, directs and supervises the work of professional and administrative staff in the Water Resources Management Branch, which includes the Operations and Project Review Sections. This senior leadership position plans and directs the annual and long range goals and objectives related to implementation of the Commission's Comprehensive Plan, and ensures coordination with other Branches in these activities. The Manager participates with the Executive Director, the Senior Management Team, other Branches and staff in the development and implementation of the Commission's strategic plan.

The Manager reports directly to the Deputy Executive Director for the overall activities and accomplishments of the Branch. The Manager has the flexibility to define and develop the technical scope of the Branch's activities within established policy and budget limitations and is responsible for directing work assignments, leave and administrative records.

The Operations Section is engaged in all Commission activities related to: the operation of water storage facilities; the development and implementation of drought operation and

flood loss reduction plans, as well as the technical analyses those activities may require; the management of the Commission's surface water charging program; the development and support of flow augmentation policy; and the development and establishment of the computer simulation of reservoir operation models and estuary salinity models. The Operations Section also provides coordination and technical assistance services to the U.S. Supreme Court Decree Parties. The Manager's responsibilities require direct involvement with the regulated flow, water management, and flood advisory committees, including the organizing and planning of committee meetings.

The Manager is directly involved with the preparation, negotiation and execution of contracts with the agencies of the Federal Government, the signatory states, water users and other public and private agencies for the management of water. Other responsibilities include implementing the Commission's water sales pricing policies involving the establishment and rescission of water entitlements held by surface water users, thereby directing staff in the collection, compilation, evaluation and recording of quantities of surface water withdrawals and related water sales charges.

The Manager serves on technical and coordinating committees, and participates in public information programs including presentation of technical reports at Commission meetings. This individual also maintains liaison with officials of equivalent position in signatory states and the federal government.

The Project Review Section is engaged in all Commission activities related to the review and processing of a broad range of complex and routine projects that have the potential to significantly impact the water resources of the Delaware Basin. Project Review responsibilities also include the coordination of projects submitted to the Commission for review with the signatory parties and the development of the Administrative Agreements to accomplish that coordination. The Manager is responsible for fostering state and federal regulatory relationships to ensure cooperation, collaboration and responsiveness.

The Manager's responsibilities include:

- the interpretation and development of rules, regulations and procedures covering the types of projects which must be submitted to the Commission for review;
- defining the information which is to be submitted, the format to be followed and the responsibilities of Commission staff in processing an application for approval;
- establishing liaison with public and private agencies working on water-related matters in the basin in order to become familiar with projects being planned or undertaken and probable time of their activation;
- ensuring the consistency of engineering and environmental reviews of all projects submitted to the Commission to determine their compatibility with the Comprehensive Plan, including engineering feasibilities, effect on water supply, water quality, standards and objectives, flood plain management, wetland policies, recreation development, and fish and wildlife management;

- determining the potential effectiveness of projects and the compatibility of projects to other proposed projects;
- making final technical determinations and recommending approval, modification or disapproval of projects; and
- administering the Southeast Pennsylvania Ground Water Protected Area Regulations under a special contractual arrangement with the Commonwealth of Pennsylvania.

As required, the Manager prepares and presents testimony at administrative hearings and other special hearings regarding controversial projects before the Commission as well as drafts testimony and assists legal counsel in the preparation of cases before U.S. District Courts and various courts of appeal. The Manager assists the Planning and Information Technology Branch in determining whether violations of Commission rules and regulations have occurred, helps to develop the official record, and makes recommendations regarding the imposition of penalties or settlements.

In addition, the Manager is responsible for being responsive to concerns, complaints and objections of other agencies, groups or individuals regarding projects, procedures, rules and regulations. This will include responding to information requests from elected officials and the news media, as needed.

QUALIFICATIONS

Bachelor's Degree in Civil or Environmental Engineering or Geology is required.

Candidates must also be a licensed Professional Engineer (P.E.) or Professional Geologist (P.G.) in one of the signatory states, and have ten or more years of work experience in the water resource field.

Applicants should have a firm understanding of water quality, wastewater treatment, surface and ground water withdrawals, and flood and drought programs. Applicants should also possess strong leadership capabilities. Graduate work in Engineering, Hydrology, Geology or Planning is desired.

EOE