

**RESOURCE DIVISION MANAGER**  
**Code Number: 23091**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

**SUMMARY DESCRIPTION**

Under administrative direction, plans, organizes, and manages the activities and operations of the Resource Management Division within the Public Works Department; oversees and manages animal control, drinking water quality, industrial waste inspection, solid and hazardous waste, water conservation, legislation monitoring, stormwater quality management, departmental budgeting, accounting and other related business functions; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the Public Works Director; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Resource Division Manager is a Division head with responsibility for planning, organizing, and implementing major programs, services, and operations related to the assigned area. Incumbents in this class are responsible for developing and implementing the Division's goals and objectives and for planning, organizing, and directing the work of subordinate staff. Assignments are broad in scope and are carried out with a significant degree of latitude and independence.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Plans, organizes, controls, integrates and evaluates Resource Management Division activities within the Public Works Department; develops, implements and monitors long-term plans, goals and objectives focused on achieving the department's mission and priorities; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals and work standards.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Plans and evaluates the performance of staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's Personnel Rules and Regulations.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate services and staffing levels.
- Provides leadership and works with staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's mission and values.

**CITY OF THOUSAND OAKS**  
**Resource Division Manager (Continued)**

- Coordinates the development of the Department's annual budget, user fee revisions, development impact fees and service charges for water, wastewater and solid waste; forecasts funds needed for the Division's staffing, equipment, materials, and supplies; approves Division and Department expenditures and implements budgetary adjustments as appropriate and necessary.
- Plans, develops, directs and participates in the provision of division programs and services, including animal control, drinking water quality, industrial waste inspection, solid and hazardous waste, water conservation, legislation monitoring and related administrative services.
- Coordinates with staff the Stormwater Quality Management Program; prepares policies, procedures and local regulations for storm water quality; represents the City at meetings; serves as the primary contact with City departments, community groups and other organizations for the Resource Management Division.
- Serves as the City's water conservation coordinator; directs the water conservation program; prepares required reports and plans.
- Provides technical support for water, wastewater, and storm water quality regulatory issues; reviews and provides comment on proposed state and federal laws, regulations and policies; maintains current information on issues of concern that could potentially impact departmental operations.
- Provides staff assistance to the Public Works Director; completes special projects as assigned; represents the City at various meetings and events; prepares and presents staff reports and other necessary correspondence.
- Maintains current knowledge of new trends and innovations related to areas of assignment; attends and participates in professional group meetings; participates in professional development activities; reads publications relevant to area of assignment.
- Explains, justifies, and defends assigned programs, policies, and activities; negotiates and resolves sensitive and controversial issues; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties as required.

**DESIRED MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operational characteristics, services, and activities of an environmental compliance program as related to public works management.

Principles and practices of water and wastewater analysis.

Principles and practices of program development and administration.

Operation and maintenance of wastewater treatment facilities.

Federal, state and local laws, regulations, codes and public policy concerning assigned program areas.

Basic principles, theories and practices of environmental engineering.

Land use and environmental issues relevant to solid waste management and recycling.

Chemistry and biology as they relate to wastewater treatment, industrial waste and drinking water quality.

Operations of various industrial pretreatment systems.

Principles and practices of municipal budget preparation and administration.

Principles and practices of management, supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Oversee and participate in the management of a comprehensive environmental compliance program within municipal public works operations.
- Manage and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Plan, direct and integrate the services of a diverse group of functions.
- Perform complex analysis and research, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare and administer large and complex budgets.
- Prepare clear, concise, and comprehensive administrative and technical reports.
- Read and interpret complex data, information, and documents.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain and apply applicable federal, state and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in chemistry, biology, environmental sciences or a closely related field.

**Experience:**

Eight years of increasingly responsible management, administrative and supervisory experience in environmental services including two years of management and administrative responsibility.

**Licenses; Certificates; Special Requirements:**

A valid class C California driver's license.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Physical:** Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

**Environment:** Standard office setting; frequent interaction with City officials, staff and the public.

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Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.