



## CLASS SPECIFICATION

Class Code: 15852  
Date Est: 02/2007  
Last Rev: 02/2019  
Last Title Chg:  
FLSA: exempt  
Probation: 12 months

### DEPUTY DIRECTOR, TRFMA

#### **DEFINITION**

Under general direction, plans, directs and assists the Executive Director with the coordination of the Regional Truckee River Flood Management Authority; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in public administration, civil engineering, ecology, environmental or natural resource planning, hydrology, hydrogeology, geology or a closely related field AND six years of full-time project management and planning experience to include experience in one or more of the following areas: water management, water supply, flood plain management, flood control and storm drainage, water related natural resources or natural systems management; OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

Licensure as a Professional Engineer in the State of Nevada is required at the time of application. Reference Nevada Revised Statutes Chapter 625.

#### **SUPERVISION EXERCISED**

Exercises supervision over professional and clerical staff.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Assist the Executive Director in performing a variety of highly complex and sensitive professional duties involved in the design and coordination of successive phases of problem analysis and solution proposals in the development, coordination and implementation of the Truckee River Flood Management Authority (Authority); with technical project management and analytical support; and advancing the interests of the flood project with business groups, regulatory and government agencies, environmental groups and the U.S. Army Corps of Engineers.

Represent the Authority in technical meetings and committees for the purposes of establishing technical goals within broad outlines provided by officials of the local jurisdictional partnership and making detailed plans to accomplish these goals.

Provide input into the strategies developed to protect and promote the Authority's interests through the planning of long range project implementation plans, including input into the financial needs and budget preparation; assist with identification of long-term threats to financial viability and opportunities to enhance financial strengths associated with the Authority.

Interact with management, technical personnel, policy staff and elected officials of all partner and stakeholder agencies, business groups, regulatory and governmental agencies and environmental groups to assist with

developing and implementing policies, standards and procedures for the architectural, scientific and technical work performed to ensure regulatory compliance and operations enhancement.

Evaluate and assist with developing appropriate recommendations to address current and proposed policies, regulations, legislation, projects and programs that impact the Authority.

Assist with the preparation and delivery of project proposals, presentations and briefings to Authority staff, management, other agencies, local, state and federal elected officials and their staff; prepare comprehensive reports for Authority staff, management and the Coordinating Committee; present project proposals in the absence of the Executive Director.

Plan, review and evaluate the work of assigned staff; select, train and mentor staff.

Coordinate and participate in the development, negotiation and administration of consultant contracts.

Monitor the work of consultants, outline the scope of work for projects, and certify completion of projects.

Develop client relationships and communicate with clients to explain proposals, present research findings, establish specifications and discuss project status.

Interact with public media to represent the Executive Director on all forms of public media presentations, to include development of presentation materials and final delivery.

Oversee the emergency management information dissemination under potential flood events and as needed in the Regional Emergency Operations Center.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on the job injury.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Factors and features including geography, geology and hydrology pertinent to flood management planning.

County policies and procedures.

Federal, state and local codes, statutes and ordinances related to water supply, water quality, flood control and storm water drainage.

Regional planning policies related to the Washoe County Development Code, Comprehensive Plan, Area Plans and Capital Improvement Programs.

Pertinent local, state and federal legislation impacting water, flood plain and flood management planning for the region.

Planned development and projected regional growth.

Computer software specific to project management and flood management planning resources.

Principles and practices of planning and project management and project review.

**Ability to:**

Design long-range flood management plans and studies.

Prepare and present complex technical information to a public audience specific to the Truckee River Flood Management Authority.

Draft local, state and federal ordinances or policies to implement adopted water management plans.

**Entry Level** (*Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.*)

**Knowledge of:**

Principles of general management, supervision and training.

Arithmetic, algebra, geometry, calculus, statistics and their applications.

Structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.

Reduction of damage caused by flooding, development of meander corridors, retrofits and regulations including the improvement of fish habitat by introducing native vegetation; lower, setback or removal of levees; removal of structures and fill from the flood plain.

Economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules and the democratic political process.

Geographic information systems.

Techniques of data collection, evaluation and presentation.

**Ability to:**

Apply critical thinking techniques by using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Apply judgment and make decisions considering the relative costs and benefits of potential actions to choose the most appropriate course of action.

Supervise time and personnel resources by motivating, developing and directing people as they work; identifying the best people for a job.

Listen, read and understand information and ideas presented by spoken word and presented in writing.

Communicate information and ideas by speaking and in writing so others will understand.

Add, subtract, multiply or divide quickly and correctly.

Apply general rules to specific problems to produce answers that make sense.

Combine pieces of information to form general rules or conclusions including finding a relationship among seemingly unrelated events.

Supervise, train and evaluate the performance of assigned staff.

Prepare flood management planning, studies, reports, data, plans and maps for reports and presentations.

Document findings and write narrative reports.

Work as a member of a multi-disciplinary team.

Maintain effective working relationships with the general public, agency staff, elected and appointed officials, developers, and representatives of other departments.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, telephone, and FAX machine.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*