

## Job Posting – Water Quality Manager

**Archuleta County**, headquartered in **Pagosa Springs, CO**, is looking to hire a **full-time Water Quality Manager/Lead**. Are you an urban planning professional who is ready to **take your career to the next level** in public administration? Are you looking for a place where you can **work, live, and play**? Would you like to live and work at the **crossroads of many archaeological and cultural destinations** where **year-round recreational opportunities are plentiful**? If so, please read on!

This Water Quality Manager/Lead position earns a **competitive salary** between **\$64,188.84 - \$92,594/year**. We also offer **excellent benefits**, including **two medical plans to choose from, dental, vision, a 401(a) retirement plan with matching employee contribution election between 4% and 7%, paid holidays, PTO, an additional 40 hours of paid leave for exempt employees, and \$50,000 of life and AD&D insurance**. If this sounds like the right public administration opportunity in urban planning for you, apply today!

### **JOB SUMMARY**

Under general direction from the Department Director this position is devoted to providing administration and management of water quality programs and staff of Water Quality Division. Incumbent develops objectives, activities, and scope of work based on program guidelines; ensure compliance with regulatory guidance; develop and review required reports; evaluate program performance and recommend improvements and updates; submit recommendations for division budget and make purchases; conduct/oversee research and analysis; serve on or lead internal and external committees; develops and reviews program education and materials; and act as a subject matter expert within program. Incumbent supervises non-exempt and exempt staff including conducting performance evaluations, coordinating training; and implementing hiring, discipline, and termination procedures.

### **DUTIES AND RESPONSIBILITIES**

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The organization retains the right to modify or change the duties or essential functions of the job at any time.

Supervises staff including conducting performance evaluations, coordinating training, and implementing hiring, discipline, and termination procedures.

Recommends program goals and objectives; implements and oversees program activities and adherence with program guidelines and regulatory obligations; monitors compliance with policies, standards, and regulations.

Evaluates program performance and quality of services; identifies improvement or growth opportunities and makes recommendations; develops, implements, and evaluates process improvements and service quality enhancements; and evaluates overall program outcomes.

Manages the collection, research, and analysis of program data; develops, prepares, and reviews program evaluation reports and required program documentation; and develops, prepares, and delivers program correspondence and presentations.

Administers program budget and oversees expenditures; initiates purchases; seeks, identifies, and pursues funding opportunities and new revenue sources; submit annual budget request to Director.

Performs and oversees outreach, education, and promotional activities; serves as a program advocate, subject matter expert and/or senior advisor; maintains effective business relationships and communications with internal and external program stakeholders to promote assigned program.

Manage the Higher-Level System Oversight Program; conduct annual inspections of all systems. Fulfill responsibilities of all Division positions during extended absences or vacancies.

## **QUALIFICATIONS**

### **Training and Experience:**

*Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying.*

Training: Bachelor's degree in environmental health, natural or physical sciences, engineering, or public policy or a closely related field preferred.

Experience: At least five years of related experience, at least one of which is as Environmental Health Specialist II, and two or more years of supervisory experience, is preferred.

Certifications: Certifications recommended by Colorado Department of Public Health and Environment within 6 months of assignment.