

COUNTY OF CONTRA COSTA
Department of Human Resources



invites applications for the position of:

Stormwater Program Manager

Bargaining Unit: Local 21 - Supervisory Management

An Equal Opportunity Employer

SALARY: \$60.49 - \$73.53 Hourly
\$4,839.50 - \$5,882.45 Biweekly
\$10,485.59 - \$12,745.30 Monthly
\$125,827.08 - \$152,943.60 Annually

DEPARTMENT: Public Works

OPENING DATE: 12/23/22

CLOSING DATE: 01/13/23 11:59 PM

THE POSITION:

The Contra Costa County Public Works Department (CCCPWD) is currently recruiting to fill (1) Stormwater Program Manager vacancy. CCCPWD maintains over 660 miles of roads, 150 miles of streams, channels and other drainage and over 200 County buildings throughout Contra Costa County. CCCPWD provides a wide range of services such as Parks and Recreation, Stormwater Permit Administration, Real Estate, Environmental Permit Review and Flood Control throughout unincorporated areas of Contra Costa County.

The Stormwater Program Manager position is a single management position located in the Clean Water Division of the CCCPWD and reports to the Public Works Deputy Director. This position is an administrator and facilitator, coordinating the actions of individuals in other agencies, policy makers, the public, and professional/technical staff in a variety of fields and disciplines.

This position receives policy and budget direction from the Contra Costa Clean Water Program's (CCCWP) Management Committee, which is the CCCWP's decision-making body and consists of one representative from each of the 21 member agencies comprising Contra Costa County, its 19 incorporated cities/towns, and the Contra Costa County Flood Control and Water Conservation District.

We are looking for someone who is:

- **A leader.** You will need to plan, organize, direct, and evaluate the work of others.
- **Highly interpersonal.** You will need to be great at establishing and maintaining effective working relationships with working partners (cities, towns, County and departmental staff, and regulators).
- **Thoughtful.** You must be sensitive and aware of the political environment, as well as citizen concerns and issues.
- **A collaborator.** You must be able to work effectively with a variety of government and private agencies and gain consensus with respect to needed permit agreements.

What you will typically be responsible for:

- Establishing, and administering county-wide program annual budget(s) and fiscal activities with staff and CCCWP's Management Committee.
- Facilitating the program's main meetings and training staff or/and consultants to facilitate subcommittee meetings.
- Working with regulatory agencies to interpret and negotiate permit regulations.
- Providing analysis and recommendations to permittees (cities, towns, and counties) on impacts of current and proposed legislation regarding stormwater-related regulatory matters.
- Conducting presentations and preparing agenda packages for program meetings
- Preparing written documentation such as grant applications, and correspondence to permittees, regulatory agencies, and staff.

A few reasons you might love this job:

- The Public Works Department has dedicated employees and values a work-life balance
- You and your team can make a difference within the community, Contra Costa County, and the Bay Area
- There are many opportunities for growth and challenges
- You get to work with a diverse and dynamic group

A few challenges you might face in this job:

- You will need to negotiate and understand many points of view
- You may have to make decisions using the appropriate regulations, as well as balancing goals and on-the-ground knowledge
- You will be required to keep up to date with the latest information as appropriate
- You will be required to have an understanding and keep apprised of the technical details as appropriate

Competencies Required:

- **Delivering Results:** Meeting organizational goals and customer expectations and making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks
- **Innovative Problem Solving:** Identifying and analyzing problems in order to propose new ways to do business
- **Presentation Skill:** Formally delivering information to groups
- **Interpersonal Savvy:** Considering and responding appropriately to the needs and feelings of others in different situations
- **Group Facilitation:** Enabling constructive and productive group interaction
- **Leadership:** Guiding and encouraging others to accomplish a common goal
- **Teamwork:** Collaborating with others to achieve shared goals
- **Visionary Leadership:** Taking a long-term view and building a shared vision with others; acting as a catalyst for organizational change
- **Political & Organizational Savvy:** Working skillfully with politics, procedures, and protocols across organizational levels and boundaries
- **Displaying Ownership and Accountability:** Holding self and others accountable for measurable high-quality, timely, and cost-effective results
- **Allocating Resources:** Prioritizing the use of fiscal and material resources to maximize organizational effectiveness

To read the complete job description, please visit the website, [Stormwater Program Manager Class Specification](#)

The eligible list established from this recruitment may be used to fill future openings for up to six (6) months.

TYPICAL TASKS:

MINIMUM QUALIFICATIONS:

License Required: Possession of a valid California Motor Vehicle Operator's License. Out of state valid motor vehicle operator's license will be accepted during the application's process.

Education: Possession of a bachelor's degree from an accredited college or university with a major in Business Administration, Public Administration, Urban or Regional Planning, Civil Engineering, Environmental Engineering, Environmental Science or a closely related field.

Experience: Five (5) years of professional full-time, or its equivalent, experience in a public agency as a program manager in capital improvements, land use planning, water (quality, drinking, waste) or a related area. Experience must include at least two (2) years of supervisory experience.

Substitution for academic major: Two (2) additional years of the qualifying experience may be substituted for the required academic major.

Desired Qualifications:

- Previous stormwater related regulatory experience

SELECTION PROCESS:

Selection Plan:

1. **Application Filing and Evaluation:** Applications will be evaluated to determine which candidates will move forward in the next phase of the recruitment process.
2. **Online Interview Assessment:** Candidates that possess the minimum qualifications will be invited to participate in an Online Assessment. The assessment is designed to measure candidates' competencies as they relate to the Stormwater Program Manager classification. Candidates must achieve an average passing score of 70% or higher on each of the competencies assessed, as well as an overall passing score of 70% or higher. These may include but are not limited to: Delivering results, leadership, teamwork, strategic thinking & perspective, and thinking & acting systematically. **(Weighted: 100%).**
3. **Departmental Hiring Interview:** Tentatively scheduled for 01/23/2023

Tentative Dates:

Online Interview Assessment via HireVue: 01/05/2023 through 01/09/2023

Meeting the minimum qualifications does not guarantee an invitation to participate in the selection process.

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

For recruitment-specific questions, please contact Rachel Filamor at rachel.filamor@hrd.cccounty.us. For any technical issues, please contact the GovernmentJobs' applicant support team for assistance at +1 855-524-5627.

COVID-19 VACCINE REQUIREMENTS

Please note that as of August 24, 2021, Contra Costa County enacted a mandatory COVID-19 vaccine requirement for employees. Proof of full vaccination will be required of all employees, including new hires. The policy requirements can be found here:

<https://www.contracosta.ca.gov/DocumentCenter/View/72164/2021824-Mandatory-Vaccination-Policy-PDF?bidId=>

CONVICTION HISTORY

After you receive a conditional job offer, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).

The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction conflicts with the specific duties and responsibilities of the job for which you have received a conditional job offer. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances. Having a conviction history does not automatically preclude you from a job with Contra Costa County. If you accept a conditional job offer, the Human Resources department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKER

All Contra Costa County employees are designated Disaster Service Workers through state and local law. Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

Position #NASB-2022A
STORMWATER PROGRAM MANAGER
RF

jobs@hrd.cccounty.us

Stormwater Program Manager Supplemental Questionnaire

- * 1. The purpose of the questionnaire is to provide applicants the opportunity to elaborate on their experience, education, and training for the Stormwater Program Manager position and to assist Human Resources staff in assessing each applicant's qualifications. Your responses to the questionnaire will be used to better understand your relevant experience, education, and training to determine which applicants will be invited to participate in the next step of the recruitment process. Do not answer any of the questions by indicating "see attached application or see resume."
 - I understand
- * 2. Do you possess a valid driver's license?
 - Yes No
- * 3. I possess a Baccalaureate degree from an accredited college or university with a major in the field of: (select all that apply)
 - Business Administration
 - Public Administration
 - Urban or Regional Planning
 - Civil Engineering
 - Environmental Engineering
 - Environmental Science
 - Closely related degree
 - Other
 - I do not possess a Baccalaureate degree

* 4. How much experience do you have in a public agency as a program manager in capital improvements, land use planning, water (quality, drinking, waste) or a related area?

- I do not have any experience as described above
- I have less than one year of experience as described above
- I have at least one year, but less than two years, as described above
- I have at least two years, but less than three years, as described above
- I have at least three years, but less than four years, as described above
- I have at least four years, but less than five years, as described above
- I have at least five years, but less than six years, as described above
- I have at least six years, but less than seven years, as described above
- I have seven or more years of experience as described above

* 5. Do you have previous stormwater related regulatory experience?

- Yes No

* 6. By checking this box, I am confirming that all statements made in this supplemental questionnaire and on the application are accurate and true; and I understand that misstatements or omissions of material facts will result in being rejected from this recruitment process, or released from future employment with Contra Costa County.

- I agree

* Required Question