



CHERRY CREEK BASIN WATER QUALITY AUTHORITY JOB DESCRIPTION

Job Title: Technical Manager
FSLA Status: Independent Contractor
Position reports to: Board of Directors (Authority Chair and Executive Committee is primary point of contact and direction)

Position Summary:

The Technical Manager coordinates and oversees day-to-day operations and manages projects and personnel retained through contract with the Cherry Creek Basin Water Quality Authority (“Authority”) to ensure Statutory compliance and implementation of the Board’s Mission, Vision, Goals and Objectives.

Key Responsibilities and approximate workload percentages:

1. Statutory Compliance	1-5
2. Board of Directors	5
3. Committees	5
4. Contract Management	25
5. Public Information & Education	5
6. Administration	5

Minimum Job Qualifications:

Education: A Bachelor's Degree with a major in Environmental Science and Policy especially as regards water quality, Business, Public Administration, Finance, or other relevant field is required or equivalent experience. A Master's Degree is preferred.

Experience: Specific experience managing a public entity; background and/or working knowledge of statutory compliance; environmental regulations and compliance; planning, budgeting, contract management. Must have strong written and verbal communication skills with the ability to effectively communicate and interact with others.

Required Competencies: The following knowledge, skills, abilities, and personal characteristics are required competencies which must be maintained.

- Ability to conduct research and gather information, effectively function and build consensus in a complex, politically-charged local and state government environment;
- Flexibility and adaptability with regard to change management, changing priorities, and willingness to support organizational change(s);
- Strategic thinking, including the ability to identify emerging issues, anticipate trends, and provide recommendations on strategies to minimize risk impacts;

- Understanding and implementation of quality customer service;
- Interpersonal skills and the ability to collaborate effectively;
- Time management skills, including competing priorities and hard deadlines;
- Strong and effective oral and written communication skills;
- Attention to detail;
- Professional demeanor, including communications, appearance and handling of all matters on behalf of the Authority;
- Proficiency in the use of various PC software applications;
- Entrepreneurial mode of thinking and approach to solutions to problems as they arise.

Key Responsibilities

A. Statutory and Regulatory Compliance

- Ensure compliance with C.R.S. 25-8.5-101 et seq.
- Ensure compliance with other Statutory Compliance deadlines related to operating a unit of local government.
- Ensure compliance with Control Regulation 72.

B. Board of Directors

Prepare for and attend meetings of the Board of Directors, including assisting the Authority's Administrative Assistant in preparing the agenda packets, meeting minutes, and follow up on assignments from the Board in a timely manner. Perform other necessary details incidental to meeting preparation and meeting follow up.

C. Committees

Prepare for and attend Board appointed committee meetings, including the Board's Technical Advisory Committee ("TAC") and assist the Authority's Administrative Assistant in preparing agenda packets, meeting minutes, and follow up on all assignments from the Board in a timely manner. Perform other necessary details incidental to meeting preparation and meeting follow up.

D. Management

- Partner with member entities, stakeholders, and others to implement, refine and further the Authority's Vision, Mission, Goals and Objectives.
- Coordination of the Authority's Technical and other Consultants and Contractors, make recommendations with respect to the Authority's Technical and other Consultants and Contractors and coordinate the activities of all Consultants and Contractors retained by the Authority, including contract administration and management. The Technical Manager shall monitor the activities of any Contractors retained by the Authority and if the Technical Manager believes a Consultant or Contractor is not performing satisfactorily or in the best interest of the Authority, the Technical Manager will advise the Board and make recommendations to correct or remedy the situation. In addition, and for the purposes of improving coordination and eliminating the duplication of services, the Technical Manager shall have the right to order additions, deletions or changes in the services being provided by all of the Authority's Consultants and Contractors at any time, so long as such changes are within the general scope of the affected Consultant's or Contractor's scope of services and are within any financial authority set by the Board of Directors for the Technical Manager.
- Coordinate and administer the Authority's bidding procedures and when needed contract administration and supervision.
Coordinate Financial Matters: The Technical Manager shall, in coordination with the

Executive Committee and the Authority's accounting firm, coordinate the provision of all financial and accounting services for the Authority, including but not limited to the preparation and review of unaudited financial reports, accounts payable, contracts and investments. By way of explanation and not limitation, the Technical Manager shall also track the funding, contracts and budgets for all studies, projects and programs of the Authority.

- Prepare an annual budget in coordination with the Executive Committee and the Authority's accounting and legal firms.
- Coordinate with the Authority's legal counsel in the preparation of the required publications, legal notices, resolutions, certifications, notifications and correspondence associated with the Authority's budget and certification of the Authority's tax levy, if any.
- Respond to routine inquiries, questions and requests for information from residents and property owners within the Authority's territorial boundaries and from any stakeholder in the Cherry Creek Reservoir and Cherry Creek Basin.
- Represent the Authority, through meetings, correspondence and other communications, before other governmental bodies, contractors, customers and other persons with the assistance and in accordance with guidance given by the Board and/or the Authority's Executive Committee.
- Participate and coordinate the Authority's involvement and advocacy related to regulatory proceedings conducted by the Water Quality Control Division and Water Quality Control Commission (WQCC).

E. Public Information and Education

- Coordinate with other consultants on the preparation of the Annual Report.
- In accordance with Board policy, encourage, and at the request of a Board Member, attend and present information about the Authority to a member entity and/or other stakeholder groups.
- In accordance with and as directed by the Board, annually assist the Authority's Administrative Assistant in coordinating an event focused on the Authority's work for Colorado State Representatives and Senators whose districts include land with the Authority's boundaries.
- Assist the Authority's Administrative Assistant with the Cherry Creek Stewardship Partners on the annual conference.
- Facilitate opportunities to share the Vision, Mission, Goals and Objectives of the Authority.
- Participate, when requested by the Board, in water quality related organizations that address issues that are relevant to the Authority's Mission.

F. Administrative Functions

- The Technical Manager shall ensure that all Authority contractors and subcontractors maintain required coverages for the Authority's benefit.
- Minor website maintenance and updating;
- Coordinate and administer of the Authority's bylaws and to the extent applicable, the Authority's rules and regulations.

G. Miscellaneous

From time-to-time, the Technical Manager shall provide miscellaneous services at the Board's direction within the general scope of the Technical Manager job description.