

NEW JERSEY
WATER SUPPLY AUTHORITY
JOB DESCRIPTION

NJWSA Approval
K. Dowling
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11/24/24

Title: Director Watershed Protection Programs WSA

DEFINITION

Performs work of unusual difficulty involved in the management of Watershed Protection Programs in the river basins comprising the Raritan Basin System and the Manasquan System. Exercises frequent use of independent judgment in carrying out assigned duties. Manages, organizes, and oversees all programs and projects associated with watershed protection programs and water resource planning activities in the drainage basins in which the Authority has facilities or draws or stores water. Initiates, fosters and facilitates stakeholder involvement in developing and implementing water resource protection strategies within the watershed management areas where the Authority operates or is otherwise concerned. Monitors and advises on statewide water resource policies. Supervises and guides the work of the Authority's Information Technology (IT) Department. Directs the activities of assigned staff. Performs related work as required. Will be required to perform the duties of the job outside traditional work hours, as needed.¹

EXAMPLES OF WORK

Manages staff in coordinating the development and implementation of watershed or regional plans and feasibility studies related to water supply, wastewater management, ground water protection, storm water management and other plans for the purposes of watershed, and water resource protection and management. Develops and implements work plans, budgets, schedules, resource needs and other administrative and management policies necessary for the implementation of water protection programs.

Directs assigned staff (e.g. geographic information system (GIS) and water quality specialists; and outreach/education staff) and manages and directs staff in the development and implementation of watershed management plans and watershed characterization and assessment reports. Coordinates and Oversees an IT Department workplan and budget that will provide and maintain a robust and secure Information Technology (IT) infrastructure that supports on-demand access to information.

Represents the Authority on various State and Federal Committees including specifically the New Jersey Water Monitoring Council and the Mid-Atlantic Panel on Aquatic Invasive Species. Coordinates Authority involvement in NJ Water Supply Management Act responsibilities including advising the Water Supply Advisory Council and providing input and revisions to the New Jersey Statewide Water Supply Plan.

Authors and presents reports and papers concerning water protection programs to diverse audiences in appropriate watershed management areas. Schedules, plans, conducts, attends or participates in special meetings, hearings or conferences associated with activities in the Authority's water regions.

Participates in, develops and enhances partnerships for watershed protection in Raritan Basin, D&R Canal Watersheds and Manasquan Watershed. Interacts with representatives of other programs and external agencies including county planning offices and the NJ Highlands Council and other agencies, as appropriate, regarding water protection programs and implementation projects, watershed management plans, and water resource related planning processes.

Develops and administers contracts and grants related to watershed and water resource protection, planning, and management. Develops, oversees and coordinates Authority contracts and activities regarding watershed protection programs.

Maintains the Authority's certification as a State Certified Environmental Laboratory for non-potable water monitoring.

Develops, updates and coordinates the implementation of cyanotoxin management plans and aquatic invasive species management plans for the Raritan Basin, D&R Canal and the Manasquan Reservoir and Watershed.

Reviews water quality management plans and plan amendments prepared by other agencies. Coordinates Authority responses to proposed development and resource management decisions and activities (State, County, Municipal and private sector) in Raritan Basin, D&R Canal Watersheds and Manasquan Watershed that may affect safe yield or quality of Authority water supplies. Also coordinates Authority responses to permit actions proposed by the New Jersey Department of Environmental Protection or other agencies.

Develops funding proposals for watershed protection activities, including partnership proposals wherever possible. Provides technical and planning assistance to Authority management and staff and to watershed management partners.

Performs all assignments safely by following job safe procedures, following Authority safety policies and procedures and commonly accepted safety practices, and by utilizing appropriate protective apparel and/or safety equipment.

1 Note: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in the job description. Conversely, not all duties performed on the job may be listed.

REQUIREMENTS

Education & Experience: Graduation from an accredited college with a Master's Degree in land-use planning, biological/ecological science, chemistry or engineering plus ten years of professional experience in water resource management or community/environmental planning work. Experience should include working with a range of stakeholders and facilitating decision-making, two (2) years of which will have included supervisory or program management responsibilities. A Doctorate in planning, science, engineering or management may be substituted for two years of basic experience indicated above.

Licenses: Must possess a driver's license valid in New Jersey. A North American Lake Management Society (NALMS) Professional Lake Manager Certification (CLM) is desirable.

Thorough Knowledge Of: the principles and techniques of environmental planning, water resource management, and administration; and familiarity of the principles and techniques involved in water resource management, water supply, water pollution control, and storm water management; watershed assessment, planning and a basic knowledge of the modeling tools necessary to accomplish these activities including GIS; nonpoint source pollution and its effective prevention and control; permitting and enforcement regulations and procedures; Federal and State laws, rules, and regulations concerning the management of watershed protection programs, including the New Jersey water quality standards; government, planning (State and Municipal), judicial and fiscal policies as they relate to water resource planning and management.

Ability To: communicate effectively with diverse audiences and convey the complex concepts on environmental planning, watershed management and water resource management; coordinate the watershed and water resource planning activities with the permitting and enforcement regulation and procedures of federal, state and local government agencies; supervise the preparation of clear, technically sound, accurate and informative reports containing findings, conclusions and recommendations in relation to the watershed, coastal and water resource planning processes; acquire a thorough knowledge of the rules, regulations, policies, programs, and responsibilities of the Authority; read, write, speak and understand English sufficiently to perform the duties of this position. American sign language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

SALARY RANGE 35:

A forty (40) hour No Limit (NL) position