

## **POSITION SUMMARY**

Under the general direction of the CALFED Bay-Delta Program Executive Director, the Deputy Director, Administrative Services, works with considerable independence in supervising staff and managing four (4) CALFED branches responsible for developing policy, conducting legislative and public outreach, and producing technical products in complex and potentially controversial aspects of the Bay-Delta Program. The four branches are: the Contract and Budget Branch; the Public Outreach Branch; the Policy Coordination Branch; and the Administrative Support Branch.

## **ESSENTIAL FUNCTIONS**

100% Manage the development, negotiation and implementation of policies relating to all aspects of the Bay-Delta Program.

Carry out policy and strategy development in close coordination with policy level staff of State and Federal agencies, as well as the public and stakeholder groups. Meetings, discussions, and negotiations will typically be with Directors, Deputy Directors, Deputy Regional Directors, Division Chiefs, and the most senior staff of State and Federal agencies. Private agencies and organizations will be represented by directors and general managers.

Manage the development and implementation of policy and manage all outreach activities for the Bay-Delta system as a component of a comprehensive solution for all four CALFED resource management areas--ecosystem health, water quality, water supply and system integrity; and represent the CALFED Bay-Delta Program in various policy forums including the Bay-Delta Advisory Council, California Urban Water Agencies, Association of California Water Agencies, State Water Contractors, Central Valley Project Association, California Water Clearinghouse and the Environmental Water Caucus.

Manage the Program's policy integration and coordination among the State and Federal agencies.

## **OTHER RESPONSIBILITIES**

Provide legislative coordination and contact at Federal, State and local level - reviewing State and Federal legislation that pertains to the CALFED Bay-Delta Program and, when appropriate, representing the CALFED Bay-Delta Program before the Legislature and Congress.

Act for the Executive Director during his absence.

## **SPECIAL REQUIREMENTS**

The ability to plan, organize and direct the work of a multi-disciplinary professional and technical staff, integrating the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a range of significant policy matters. The ability to develop cooperative working relationships with representatives of all levels of government, water service contractors, the public and the Legislative and Executive Branches. Analyze complex problems and recommend effective courses of action, manage the work of the four branches and support contractors, and prepare and review reports.

The position is politically very sensitive; the consequences of inadequate performance are serious.