



Job Description: Program Manager

Employment Classification: Full-Time / Exempt

Job Summary:

Under the direction of the Executive Director, the Program Manager serves to oversee programs and initiatives that support CASQA's overarching goal of advancing sustainable stormwater management protective of California's water resources.

Key Duties & Responsibilities

Under the direction of, and in collaboration with the Executive Director, serve as the strategic lead in the development, implementation, and management of programs and initiatives that advance CASQA's Strategic Plan and Vision for Sustainable Stormwater Management. Support CASQA's various subcommittees (comprised of engaged volunteer leaders and CASQA members), including overseeing the development and implementation of Annual Work Plans consistent with strategic priorities. Represent CASQA by working with partner organizations. Projects and initiatives vary and include (but are not limited to) the following areas:

- Stormwater Capture and Use
- True Source Control (e.g., pollution prevention at the source)
- BMP Effectiveness / Program Effectiveness
- Regulatory Initiatives
- Legislation (California State Legislature)
- Statewide Stormwater Permits (CGP, IGP, Phase II)
- Public Engagement and Education (stormwater as a resource)
- Funding for stormwater programs
- Science, monitoring, and research
- Education (training programs, events, educational materials)
- Resources (BMP Handbooks)

Essential Job Functions:

PROGRAM MANAGEMENT

- In collaboration with volunteer leaders, manage and support subcommittees, including the development and implementation of Annual Work Plans and associated initiatives focused on achieving strategic priorities
- Evaluate, develop, and manage programs and recommend modifications as necessary to optimize program goals in alignment with organizational strategic priorities
- Evaluate, develop, and manage program budgets, including both revenue generation and expenditures; recommend modifications as necessary to optimize program goals in alignment with organizational strategic priorities
- Produce high quality written reports, correspondence, policies, procedures, and other written materials and work products that meet CASQA's core values, including the standard of excellence

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- Ensure programs and initiatives are on schedule and within budget
- Develop annual task orders for contracts that include appropriate scopes of work to achieve the program goals and outcomes, within the allocated budget
- Oversee, manage, direct, and lead consultant work to achieve identified outcomes
- Review and approve invoices related to assigned programs and initiatives

COMMUNICATION

- Represent CASQA in meetings with members, governmental agencies, community groups, and various businesses, professional, educational, regulatory, and legislative organizations
- Articulate and communicate CASQA's strategic priorities
- Develop and maintain partnerships with other organizations, state and federal agencies, members, and consultants
- Support and attend CASQA's educational events and publications
- Craft and publish informative and relevant materials for the benefit of members, stakeholders, and the public.

QUALIFICATIONS:

KNOWLEDGE OF:

- Various scientific, technical, and policy issues related to stormwater management
- Significant developments and trends in the stormwater industry in addition to scientific, social, political, and economic trends affecting CASQA members.
- Federal, state, and local government organizations, governing process, laws, regulations, and ordinances
- Organization and function of non-profit organizations and boards.
- Modern office practices, methods, and computer systems, including virtual and remote meeting tools
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

SKILLS AND ABILITY TO:

- Provide strong leadership and organizational skills
- Demonstrate solid time management skills and comfort operating in dynamic and fluid circumstances
- Meet deadlines and complete tasks with minimal direction and oversight.
- Work as part of a team and balance multiple and various projects simultaneously to meet deadlines.
- Communicate clearly with CASQA staff, volunteers, members, and other partner organizations
- Be proactive and a self-starter with the ability to meet deadlines and complete tasks with minimal direction and oversight.
- Coordinate work efforts and work productively with CASQA staff, volunteers, members, consultants, committees, subcommittees, and CASQA leadership to successfully implement programs.
- Manage multiple priorities, occasionally provide quick turnaround on assignments, and consistently meet deadlines.
- Communicate accurately and effectively, both orally and in writing.
- Demonstrate outstanding verbal and interpersonal communication skills.
- Develop and maintain personal and professional relationships with a wide variety of scientific, political, policy, academic, and research stakeholders.
- Effectively communicate clearly and concisely with diverse audiences, both verbally and in writing, including public speaking in a variety of forums.

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- Analyze problems, identify alternative solutions, determine project consequences of proposed actions, and propose recommendations in support of goals.
- Conduct policy and scientific research and translate complex data and research matters into digestible and relevant information for a wide variety of audiences, including but not limited to CASQA Board of Directors, CASQA staff, CASQA members, regulatory agencies, members of the Legislature, and the general public.

EDUCATION AND EXPERIENCE

- Bachelor's degree in business, public administration, engineering, biological or physical science, public policy, management, or a related field. An advanced degree would be seen as an added benefit.
- At least five years of progressively responsible experience, preferably with a member organization, similar professional member associations, other non-profit or research organizations focused on water.
- Experience within the stormwater industry preferred. Experience in nonprofit organizations would be seen as an added benefit.

WORKING CONDITIONS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and virtual working tools; to operate a motor vehicle and to travel via commercial airlines to visit various conferences and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.

This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Travel within California, including overnight stays, is required as-needed.