State of California
Department of Parks and Recreation

Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
California River Board	Career Executive Assignment (CEA B)	036-001-7500-001
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
California River Board	Deputy Director – Colorado River Board	M01
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
California River Board	770 Fairmont Suite 100 Glendale, CA 91203	
STATE HOUSING (Check only if required)		**IMMEDIATE SUPERVISOR**
☐ State Housing Required		Executive Director

POSITION DESCRIPTION

Under the direction of the Executive Director, the Deputy Director plans and develops policy recommendations and directs programs that protect California's rights and interests in the water, power, and other resources of the Colorado River system.

Working in close coordination with the Executive Director, the Deputy Director provides strategic leadership for the Board's technical, environmental, and administrative programs; represents California in high-level negotiations, policy forums, and intergovernmental meetings; ensures continuity of Board operations; and oversees the implementation of Board priorities.

The Deputy Director organizes and directs the work of the Board's Technical and Administrative Units and serves as the Executive Director in the Executive Director's absence.

The incumbent must be able to travel regularly throughout the Colorado River Basin and to other locations, sometimes with little advance notice, as necessary to represent the Board.

ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
35%	**Policy Development and Strategic Analysis** Assists the Executive Director in developing, evaluating, and implementing policies relating to Colorado River system operations, water supply reliability, environmental compliance, and interstate and international obligations. Analyzes and responds to federal and state legislation, regulations, court decisions, and administrative actions affecting California's rights and interests in the Colorado River system. Translates complex legal, technical, and environmental issues into actionable policy recommendations and strategic direction. Provides timely policy analyses and recommendations under compressed timelines. Leads policy coordination with the California agencies, the six other Colorado River Basin states, the United States government and its agencies, federally recognized Native American tribes, Mexico, and other stakeholders. Represents and advocates for California's interests and those of its water and power users. Serves as a senior representative of the Board in interstate, federal, and stakeholder meetings, conferences, and negotiations, ensuring alignment with California policy objectives and Board direction.

	Develops and maintains collaborative working relationships with representatives of California agencies, Colorado River Basin entities, federal agencies, tribal governments, and other stakeholders to advance the Board's mission and strategic objectives.
25%	**Technical and Research Program Management** In coordination with the Principal Engineer and Environmental Program Manager, directs the activities of the Technical Unit to produce analyses, modeling, and policy-support documents addressing Colorado River operations and water supply issues. Establishes program priorities, allocates resources, and ensures alignment with Board policy objectives and strategic priorities. As needed, serves on technical committees, work groups, task forces, forums, and panels representing the Board. Provides executive oversight of the Technical Unit's analysis, coordination, and technical programs associated with Lower Colorado River Multi-Species Conservation Program (LCR MSCP), Glen Canyon Dam Adaptive Management Program (GCDAMP), Colorado River Basin Salinity Control Program, Binational water quality, water conservation, infrastructure, and environmental efforts, Colorado River Basin forecasting and hydrology research, Colorado River operational modeling frameworks, Other endangered species and environmental compliance initiatives.
20%	**Administrative Leadership and Organizational Management** Provides executive oversight of the Administrative Unit, directing administrative operations including budgeting, accounting, procurement, contract management, human resources, records management, information technology, and Board meeting administration in compliance with applicable state laws, regulations, policies, and procedures. Ensures the effective and efficient operation of the Board's administrative functions by establishing priorities, maintaining internal controls, promoting accountability, and ensuring continuity of operations.
15%	**Communications and Stakeholder Engagement** Develops and manages sensitive communications with elected officials and their staff, local, state, federal, and international agencies, the media, and the public regarding Board policies, programs, and initiatives. Prepares and reviews testimony, speeches, presentations, correspondence, and briefing materials for legislative, executive, and public forums. Presents policy, technical, and program information at meetings of the Colorado River Board and before governmental, stakeholder, and public audiences. Coordinates external communications and media responses to ensure the accurate and consistent representation of Board policies, priorities, and positions. Leads basin-wide initiatives through effective oral and written communication, collaboration, negotiation, and consensus-building while fostering productive working relationships and achieving strategic objectives.
MARGINAL FUNCTIONS:	
%	**TASK/DUTIES**
5%	Other duties as assigned and necessary for operational continuity.
WORKING CONDITIONS	
SPECIAL REQUIREMENTS:	

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The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT: I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUCNTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	**SUPERVISOR SIGNATURE**	**DATE**
EMPLOYEE STATEMENT: I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	**EMPLOYEE SIGNATURE**	**DATE**