



Title:	Associate General Manager-Lake Powell Pipeline	Last Updated:	Jan 2020
Department:	Lake Powell Pipeline	FLSA Status	Exempt

GENERAL PURPOSE

At the direction of the General Manager, manages the Lake Powell Pipeline Project (LPP); supervises district staff, contractors and consultants working on LPP; assists in the integration of LPP with other District projects and processes; provides legal oversight for the LPP; liaises with other entities.

SUPERVISION RECEIVED

Broadly supervised by the General Manager.

EXERCISED

Directly supervises the LPP staff, contractors and consultants including the LPP Program Director, LPP Staff Attorney, LPP Program Administrator, and others as assigned by the General Manager.

ESSENTIAL FUNCTIONS

- Manages the Lake Powell Pipeline Project at the direction of the general manager; ensures that appropriate staffing, contractors and other support for the LPP project is provided; provides oversight and exercises day-to-day decision-making authority for LPP as assigned by the general manager; ensures the District’s interests are communicated and district and state policies and the LPP requirements are met; ensures timely and successful conclusion of permitting and construction of LPP.
- Supervises district staff, contractors and consultants working on LPP; monitors and provides feedback on performance by district staff, contractors and consultants, state contractors, and actions of third parties with an interest in LPP; directs, trains, and evaluates LPP staff to ensure adequate documentation and organization of project activities to promote efficiency, collaboration and effectiveness.
- Oversees and provides direction to the LPP program director; consults with the general manager and LPP program director on an ongoing basis; provides strategic insight and advice and critical feedback as necessary; engages in collegial debate regarding strategic considerations and makes project recommendations to the General Manager.
- Prepares, manages and monitors budgets for LPP as approved by the general manager.
- Maintains a comprehensive knowledge of the district: history, functions, plans, priorities, formal and informal policies, current and past projects and activities, contracts, relationships.
- Maintains a comprehensive knowledge of LPP: history of plans and processes (state, federal, local governments); studies and reports; procedural history and requirements; current and future steps to ensure timely and successful conclusion of permitting and construction of LPP.
- Provides support to general manager; ensures the general manager is fully informed of all communications, events and decisions relevant to LPP, including but not limited to those that will impact the district’s financial interests and the elements necessary to ensure the timely and successful conclusion of permitting and construction of LPP; liaise between general manager

and LPP program director to support consistent, thorough and effective communication and understanding.

- Assists with integration of LPP with district processes; facilitates communication and coordination between the LPP team and the general manager and other district staff; keeps staff informed of LPP activities as appropriate; engages staff to help with LPP activities as called for by general manager.
- Effectively guides and participates in meetings (local and remote) and conference calls as necessary to ensure proper action is taken on the LPP, including strategic, agency, district, and others as required.
- Reviews, comments on, and contributes to LPP related documents, providing essential input on behalf of the district; data and reports relevant to LPP EIS; other data and reports as appropriate.
- Provides legal oversight for the LPP; efficiently manages legal team work to ensure cost-effective results; manages and provides guidance to legal team members; assists in litigation.
- As requested by the general manager, liaise with the State of Utah (particularly Utah Division of Water Resources), federal agencies, elected public officials, and others as appropriate.
- Assists in other district activities as requested by the general manger.

MINIMUM QUALIFICATIONS

Education and Experience:

- a. Juris Doctor Degree from a reputable law school;
And
- b. At least fifteen years of experience in managing legal affairs and personnel in progressively responsible executive or administrative management positions;
And
- c. Be admitted in good standing to practice law in the state of Utah.

Knowledge, Skills, and Abilities:

- Ability to effectively manage and ensure timely and successful conclusion of permitting and construction of large projects.
- Knowledge of the law, in particular laws relevant to water resource development and construction, and of water development activities, such as project planning and permitting, construction and operations and maintenance.
- Excellent analytical and strategic thinking skills.
- Ability to handle multiple demands that arise simultaneously with limited control over scheduling and limiting these demands. Ability to handle the stress that arises with a busy and intense workday.
- Strong communication skills to interact with a broad range of people, including management, staff, district partners, governmental agencies, district contractors, and the general public in a manner that enhances the potential for constructive solutions to challenging programs.
- Sense of diplomacy and a capacity for assertiveness when called for by the unique needs of the district.

- Ability to handle the stress that arises from an almost-constant high level of mental intensity as well as periods of high mental stress when performing work with far-reaching consequences, meeting rigorous deadlines, and responding to serious or emergency situation.
- Effectively and efficiently use legal research programs, Microsoft Office Suite programs and other computer software programs.
- Effectively recruit, develop, supervise, retain and evaluate personnel.

Special Qualifications:

- Eligibility to practice law before the court of the State of Utah.
- Must possess and maintain a valid Utah Driver's License and maintain insurability under the District's vehicle insurance policy.

Physical and Mental Demands:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, the employee is regularly required to sit and talk or hear, both in person and by telephone. Employees are frequently required to walk; use hands to finger, handle or feel computers and other standard business equipment; and reach with hands and arms. Employees are frequently required to lift up to ten pounds and occasionally 11 to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Mental Demands:

Employees are regularly required to use written and oral communication skills, read and interpret complex information and documents; analyze and solve problems; observe and interpret people and situations; perform highly detailed work on multiple, concurrent tasks, work with constant interruptions, and interact with officials, staff, member of the court, complainants, litigants and their attorneys, the media and the public.

Work Environment:

Employee generally works under typical office conditions and the noise level is usually quiet. Occasional travel is required to other cities and counties in the state and possible out of state.