

## **DRAFT CV-SALTS Administrative/Project Management Tasks**

### **1. Communication**

- a. Email database development, additions, modifications, updates, inquiries and troubleshooting approximately 750 emails
- b. Website development, management, monitoring and maintenance
- c. Website material posting, user coordination, trouble shooting and security changes
- d. Develop and distribute news and informational updates on CV-SALTS
- e. Provide web hosting/storage and Joomla 1.5.6 programming and technical support
- f. Usage and change management and monthly reporting
- g. User and member support
- h. Respond to inquiries and provide materials and information
- i. Plan, coordinate and manage outreach efforts workshops and events

### **2. Documents**

- a. Draft Meeting Agenda, coordinate with chairs, RWQCB Staff, presenters; Revise, compile materials, PDF package, post and distribute email
- b. Print Meeting Agenda Packaged for all meetings, agenda, materials and background.
- c. Draft Subcommittee meeting Agenda; Coordinate location or call, prepare and revise agenda, distribute agenda to subcommittee
- d. Draft notes, review, distribute to chairs, collect changes and revise notes, post final draft, distribute final draft via email to all participants; revise based on approval and post final notes
- e. Draft Meeting Materials - provide drafts of committee materials and coordinate with appropriate participants, CVSC members, RWQCB, SWRCB, Chairs and others
- f. Prepare workplans, manage and report progress on progress milestones for RWQCB
- g. Records Management – maintain files, notes, records and reports
- h. Education and outreach materials and presentations

### **3. Meetings**

- a. Locate, schedule, and coordinate meeting facilities and logistics
- b. Meeting logistics, package printing, attendance tracking, presentation coordination
- c. Snacks and drinks for meetings, setup, cleanup and facility coordination
- d. Committee sign-in roster update and post
- e. Sub-committee meetings/calls coordinate agenda, send reminder to participants, prepare actions from the call, organize facilities or web/phone for next meeting
- f. Web broadcast of technical and other Committee and Subcommittee meetings

### **4. Project Management and Procurement**

- a. Develop concept and scope of work for tasks and projects, schedule, budget and funding sources
- b. Coordinate with committee and subcommittee members, RWQCB, SWRCB, funding entities, for tasks and projects in scope development to obtain a prepared scope
- c. Submit the scope for technical and executive committee approval
- d. Upon approval prepare a draft RFP or other solicitation document and requirements

- e. Identify selection subcommittee and selection criteria
  - f. Finalize the RFP package and letter, post to the web, distribute to qualified vendors
  - g. Preproposal meeting agenda and coordination
  - h. Respond to questions and requests
  - i. Coordinate the submission proposal and distribution to selection subcommittee
  - j. Coordination review and selection meetings and documentation
  - k. Coordinate interviews, logistics and review
  - l. Document selection and contract issues for recommendation
  - m. Upon approval notify selected contractor and prepare draft contract
  - n. Notify contractors not selected, debrief for contractors
  - o. Coordinate contract award documentation
  - p. Coordinate kickoff meeting and documentation
  - q. Monitor progress and report to subcommittee
  - r. Coordinate presentations, meetings and deliverables for posting and review
  - s. Coordinate comments and revisions
  - t. Coordinate response and respond to non-technical comments
  - u. Verify work completed with subcommittee, TAC and Executive Committee
  - v. Review invoices and approve payments
  - w. Close out project and review project documentation
- 5. Interagency Coordination**
- a. Coordinate with all agencies in matrix for updates on a monthly or quarterly basis
  - b. Update information and coordinate with CV-SALTS chairs and Executive Committee
  - c. Document status and changes and communicate to the committees and participants