

WATER RESOURCES COORDINATOR

DEFINITION

Under direction, performs administrative, financial, budgetary, and statistical analyses and research in support of District activities, functions, and programs related to water demand and conservation, groundwater management, water supply planning, and other water resources planning tasks; plans, develops, and implements assigned programs; compiles, integrates, and analyzes planning-related data; conducts research and prepares technical reports and research papers; develops reports in compliance with federal, state, and local requirements; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction and supervision from the Operations Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a fully qualified journey-level professional classification responsible for performing analytical work in support of a District operations, functions, programs, and projects. Positions perform the full range of duties as assigned, maintaining confidentiality, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Operations Manager in that the latter has management responsibility for all operational services, functions, and programs.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Using GIS, AMI, databases, and other tools, researches, collects, receives, compiles, integrates, and analyzes information in support of planning, water resources, capital improvement projects, growth projections, environmental studies, and demographic analyses; writes scripts to access and format information from databases.
- Oversees the District's Urban Water Management Plan and Water Shortage Contingency Plan; ensures compliance with regulatory reporting requirements.
- Oversees the District's Water Efficiency Landscape Ordinance; reviews development plans in accordance with ordinance requirements; ensures compliance with regulatory reporting requirements.
- Prepares comprehensive reports and technical research papers for presentation and/or publication; prepares maps, stratigraphic cross-sections, diagrams, schematics, and fact sheets.
- Analyzes and tracks programs; develops and maintains working relationships with the Bay Area Water Supply and Conservation Agency and other local water suppliers on water resource matters; keeps

abreast of technologies and programs in water resource planning; and recommends, develops, and coordinates implementation of such programs.

- Manages and administers appropriate databases including spatial data; collects and compiles critical data in a variety of formats to generate and document alternatives for comparison.
- Analyzes availability and feasibility of grant funding for water resource planning programs and initiatives; completes grant applications to secure funding; ensures all reports and program budgets required by grant programs are completed as required.
- Develops and evaluates computer-generated statistical models of a variety of interdependent variables, using extrapolative and econometric methods to forecast water resource requirements in the District's service area; develops future water resource utilization scenarios and forecasting and explanatory models of water demand; ensures that research and forecasting methodologies utilize optimum research techniques.
- Performs a wide range of professional-level analyses in support of ongoing and ad hoc reporting requirements as assigned.
- Conducts studies or project analyses of groundwater, surface water, recycled water, wastewater, conservation, and other water-related data; coordinates and monitors the work of assigned project consultants and contractors; reviews, evaluates, and critiques work products of project consultants and contractors.
- Designs and develops report formats to meet management information needs.
- Conducts research or project analyses of water conservation, water use, supply, demand, and other water-related data; coordinates and monitors the work of assigned project consultants and contractors; receives, completes, and submits surveys from Bay Area Water Supply and Conservation Agency (BAWSCA), San Francisco Public Utilities Commission, State Water Resources Control Board, and the Department of Water Resources; compiles, prepares, and submits reports to various regulatory agencies, including Urban Water Management Plan.
- Plans, promotes, and implements water conservation, water education, and public outreach and information initiatives, events, and campaigns; maintains awareness of new developments in the field of water conservation and demand management; evaluates program effectiveness and makes recommendations and presentations for the development and implementation of new and/or modified programs or services; develops and writes water conservation and water education materials; represents the District on water conservation issues at the local and regional level; coordinates content for Annual Water Conservation Report and District newsletter; updates water conservation webpage at District website.
- Administers water conservation rebate programs for commercial and residential facilities; tracks the budget; reviews and analyzes data; communicates with participants and contractors; prepares regular written reports to management.
- Participates in research, development, conversion, installation, and maintenance information technology projects for assigned applications and systems.
- Develops and oversees requests for proposals for professional and/or contracted services; prepares scope of work; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with District specifications and service quality.
- Maintains a diverse range of files and records; develops records management systems, ensures accuracy of records and files, and complies with retention schedules.
- Participates on a variety of interdisciplinary committees and commissions and represents the District to a variety of community and stakeholder groups.
- Monitors changes in laws, regulations, and technology that may affect assigned operations; and implements policy and procedural changes as required.

- Attends and participates in meetings with officials of other governmental agencies, businesses, and community groups, professional groups, and the public regarding assigned projects and programs; coordinates project or program developments and implementations; responds to requests for information from the public on District programs or projects.
- May provide work direction to staff on a project or on a day-to-day basis; provides support to system users regarding custom data and mapping products and provides training to users on GIS software.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, procedures, standards, practices, trends, and information sources in the field of water resources planning.
- Application of ordinances, legislation, policies, standards, procedures, and historical trends and practices associated with water resources planning.
- Terminology, symbols, and techniques used in water resources planning.
- The District's water delivery system.
- The District's pricing policies.
- Content and use of District water resources databases.
- GIS concepts and analytical techniques.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, budget development and administration, and contract administration.
- Principles, methods, and techniques used in the distribution of information to specific audiences.
- Principles and techniques of conducting analytical and research studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports and correspondence.
- Applicable federal, state, and local laws, regulatory codes, and ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to assigned programs, projects, and services.
- Recordkeeping principles and procedures.
- Business letter writing and the standard format for reports and correspondence.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Work with and integrate ESRI ArcGIS and ESRI extensions with related software.
- Understand legal and statistical data in technical reports.
- Perform water resource management and water quality analyses using computer models, GIS, and multiple databases.
- Analyze administrative, operational and organizational problems, evaluate alternatives, and reach sound conclusions.

- Accurately collect, evaluate, and interpret varied data, either in statistical or narrative form.
- Plan and implement assigned programs, projects, and activities in an independent and cooperative manner.
- Deal tactfully with the public and others in providing information, answering questions, and providing customer service, even under difficult or stressful conditions.
- Effectively represent the District in meetings with governmental agencies; community groups; various businesses, professional, and regulatory organizations; and in meetings with individuals.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Maintain confidentiality of materials, records, files, and other privileged information.
- Perform detailed administrative support work accurately and in a timely manner.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Understand, and adhere to established District standards, policies, and procedures.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in physical sciences, environmental or civil engineering, economics, natural resources management, public administration, or a related field, and at least two (2) years of experience in a governmental or public utility setting is preferred.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District 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 and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer 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 35 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing District policies and procedures.