



San Juan Water District

9935 Auburn-Folsom Road
Granite Bay, California 95746
(916) 791-0115
www.sjwd.org

Water Resources Specialist Position Description

Status: Exempt
Supervisor: General Manager
Effective Date: **May 11, 2016**

Supervision Received and Exercised

Receives general direction from the General Manager.

Primary Function

To coordinate, organize and implement a variety of water resources related functions including legislation review and the recommendation of modifications and/or District position, , grant applications and administration; and to provide highly responsible and complex administrative support to the Assistant General Manager and General Manager.

Essential Duties - *Duties may include, but are not limited to, the following:*

- Researches and reviews approved and pending legislation; determines impact on District functions and programs; prepares findings and recommendations to the Assistant General Manager and General Manager; defend the District's position as required.
- Collects, compiles, and analyzes operational data; prepares and submits a variety of technical reports including those submitted to State and Federal agencies.
- Applies for and administers grants associated with assigned functions and programs; submits reimbursement requests; prepares required reports; and monitors and tracks program budgets.
- Reviews water sources and recommends use; coordinates with legal counsel as needed.
- Proactively establishes, coordinates, delegates, and maintains working relationships and communication processes to ensure effective outreach and coordination with other departments, water industry groups, and public agencies engaged in efforts to promote water rights, and related issues; participates in and sponsors research, workshops and other activities to increase community awareness and program support;
- Actively participates on regional and state-wide water committees; provides technical assistance.
- Makes presentations to community groups and other interested audiences to promote and explain District programs and goals; may respond to inquiries from the news media, other agencies, and community groups on water resources issues when requested.

- Organizes, prepares and presents reports to the General Manager and the Board of Directors regarding significant and complex water resources issue, pending legislation and related program activities; prepares or oversees the publication of educational and promotional materials about water resources.
- Manages the preparation and makes presentations of study reports, recommendations, and other materials for consideration at Board of Directors' meetings; leads, coordinates, or participates in the development and evaluation of alternative policy recommendations on a broad range of issues with other staff.
- Leads diverse, interdisciplinary work teams from multiple departments in completing sensitive projects involving broad public and community group interests; advises the General Manager and the Board on a variety of critical issues which could have an impact on the District water supply and its customers; negotiates strategies and solutions on water rights, public affairs and other District issues involving highly visible interagency and community coordination.
- Manages the District's program to provide leadership within the water resource management industry at both a statewide and national level by sponsoring changes in California and federal law, policy, and practices in these areas.
- Manages the review and analysis of proposed legislation affecting District operations and policies; advises the General Manager, Board, and department managers of the probable impact; recommends strategies to ensure protection of District interests; advocates for the District position at local, state and federal levels.
- Performs administrative duties including budget formulation
- Coordinates the development, communication, implementation, and monitoring of new programs and processes with other department managers.
- Must be willing to periodically travel to represent the District at meetings, workshops, and other events.
- Other duties as assigned

Minimum Qualifications

Knowledge of:

- Principles and practices of water resource management and conservation;
- Principles and practices of program management and administration;
- Pertinent local, State and Federal laws, ordinances and rules;
- Roles of public agency representatives and government officials associated water planning and water rights;
- Practices of water rights analysis and legislative reform;
- Technical report writing;
- Practices of grant administration;
- Principles and practices of budget administration.

Ability to:

- Plan, organize, implement and coordinate water resource and related programs involving coordination with multiple stakeholders;
- Exercise independent judgment in administering and interpreting policies and regulations;
- Communicate effectively orally in a variety of situations including outreach presentations, Board presentations, advisory committee meetings, workshops and conferences;
- Interpret and explain District policies and procedures;
- Research, analyze and interpret State and Federal legislation and the impacts on District operations and programs;
- Compile, analyze and evaluate technical data and complex regulations relating to assigned programs.
- Analyzing complex administrative, management, and organizational effectiveness issues; planning, organizing and conducting complex studies to improve policies, processes, productivity, communications, and teamwork; persuading and negotiating with individuals and groups; making verbal presentations and preparing clear, complete and concise reports, correspondence, and technical documents.
- Coordinate diverse interests and talents of interdisciplinary teams assigned to a particular program or project; work cooperatively with, and successfully influence, the media, general public, community groups, representatives of local and regional governments, and state and federal legislators to enhance and protect District interests.

Experience and Education:

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

Completion of four years of college resulting in graduation with major course work in business or public administration, engineering or related field and five years of professional experience, preferably in water resource management.

License or Certificate:

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Physical Capabilities:

The physical 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 may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				√
Hearing				√
Standing/Walking			√	
Climbing/Stooping/Kneeling	√			
Lifting/Pulling/Pushing	√			
Approximate Maximum Weight to Lift		20 Pounds		
Fingering/Grasping/Feeling				√
Describe Working Conditions	90 Percent Indoors and 10 Percent Outdoors			