

WATER RESOURCE COORDINATOR

DEFINITION

To plan, organize, and coordinate a variety of duties related to groundwater management in cooperation with other agencies to ensure the availability of future water resources in Glenn County.

DISTINGUISHING CHARACTERISTICS

This single position classification performs the full range of duties as required to effectively oversee the Glenn County Groundwater Management Plan, working independently, and working cooperatively with interested local agencies to further develop and implement joint groundwater management practices. Responsibilities include the application of knowledge and skills in the coordination of various activities and operations exercising judgment and initiative. Positions at this level receive only occasional instruction and assistance as new or unusual situations arise.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Planning & Community Development Services Director; exercises technical and lead supervision over lower-level staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Prepares agendas for the Water Advisory Committee and the Technical Advisory Committee.

Performs field work associated with the Technical Advisory Committee.

Attends meetings as directed by Board of Supervisors and Planning and Community Development Services Director.

Prepares budget documents and back up material.

Reviews documents and reports on behalf of the Water Advisory Committee.

Reviews relevant legislative bills and analyzes potential impacts.

Assists with grant administration (prepare and administer contracts).

Water Resource Coordinator

New 07/15/03

Rev.- 03/12/06

Rev.- 02/11/07

Rev.- 07/01/07

Rev.- 01/13/08

Rev.- 07/13/08

Rev 09/15/20

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M.O. #22-2/6/07

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Seeks and prepares grant funding documents for program components.

Upgrades and maintain the Groundwater monitoring grid.

Prepares other meeting agenda packets.

Provides administrative support to the Water Advisory Committee and the Technical Advisory Committee.

Monitors groundwater levels, groundwater quality, and land subsidence.

Remains abreast of relevant legislation and makes necessary procedural changes to implement new legislation.

Assists in coordinating and facilitating cooperation with interested local agencies to further develop and implement joint groundwater management practices.

Reports and communicates activities to the Planning and Community Development Services Director and the Board of Supervisors.

Prepares Board agenda items and resolutions for Glenn County Board of Supervisors' meetings.

Performs general administrative/office work as required, including but not limited to copying and filing documents, entering computer data, preparing/typing documents, preparing special mailings, answering the telephone, faxing information, maintaining office equipment, preparing purchase bids/orders, etc. in relation to Water Resources

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent Federal, State and local laws, codes, and regulations, including the Sustainable Groundwater Management Act

Knowledge of principles of hydrology, physics, soil mechanics, and properties, water resource management, crop management, environmental science, hydrogeology, and biology.
Skilled in preparing complex special reports and effectively presenting information.
Skilled in managing multiple projects and prioritizing multiple tasks and demands.
Basic principles and practices of groundwater monitoring.

Principles and procedures of record keeping and report preparation.

Budget preparation methods.

Principles and practices of program review and management.

Research methods, techniques, and procedures.

Modern office procedures, practices and technology, including computer word, and data processing.

Basic arithmetic, algebra and geometry, and statistical analysis.

Safe work practices.

Ability to:

Interpret and apply Federal, State and local laws, procedures, rules, and regulations.

Work effectively with others in difficult situations.

Gain cooperation through discussion and persuasion.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Ensure program compliance with applicable policies, procedures, laws, regulations, and grant requirements.

Make required calculations accurately and quickly as required.

Prepare and maintain reports, records, and logs.

Conduct necessary inspections and prepare complete and accurate technical reports.

Communicate clearly and concisely, both orally and in writing.

Organize and take the initiative to perform job duties with minimal supervision.

EXPERIENCE AND TRAINING GUIDELINES:

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

Experience:

Five years of increasingly responsible experience in a public agency performing duties related to water resources and/or grants administration work.

Training:

Bachelor's degree from an accredited college or university specializing in one or more of the following disciplines agricultural, biological, chemical, environmental science, or physical sciences or other appropriate discipline.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, a valid California driver license.