

WATER RESOURCE SPECIALIST I/II**DEFINITION**

To assist in the planning, facilitating, and organizing a variety of projects and programs in Glenn County related to coordinated water management of surface and groundwater, including the Glenn County Groundwater Management Plan and the Sustainable Groundwater Management Act of 2014 in cooperation with other local and regional agencies, organizations, and landowners to ensure the availability of future water resources in the region.

DISTINGUISHING CHARACTERISTICS

Water Resource Specialist I is the entry-level class in the Water Resource Specialist series. This class is distinguished from the Water Resource Specialist II by the performance of the more routine tasks and duties assigned to positions within the series. **Water Resource Specialist II** is the full journey-level class within the series. Incumbents are distinguished from the Water Resource Specialist I by the performance of the full range of duties as assigned. Employees 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. Positions in this class are flexibly staffed and are normally filled by advancement from the Water Resource Specialist I level, or when filled from the outside, require prior water resource experience.

SUPERVISION RECEIVED AND EXERCISED

Water Resource Specialist I – Receives immediate supervision from the Water Resource Coordinator

Water Resource Specialist II - Receives general supervision from the Water Resource Coordinator; may exercise functional and technical supervision over less experienced staff.

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

Provide administrative support for the Water Advisory Committee and the Technical Advisory Committee including preparation of agendas, minutes, and supporting documents.

Perform field work associated with the Technical Advisory Committee.

Collect, compile and analyze data and information regarding water levels, water quality and land subsidence and other water related objectives.

Attend meetings as directed by Water Resource Coordinator and/or Agricultural Commissioner.

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

Assist with development, application and implementation of grants.

Seek and prepare grant funding documents for program components.

Monitor groundwater levels, groundwater quality, and land subsidence.

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

Assist in preparation and implementation of public education and outreach efforts.

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

Maintain website.

Complete Geographic Information Systems (GIS) assignments.

Prepare supporting documentation for the Groundwater Management Plan including hydrographs.

Assist in the implementation of the Groundwater Management Plan and the Sustainable Groundwater Management Act.

Perform related duties as assigned.

QUALIFICATIONS

Water Resource Specialist I:

Knowledge of:

Basic principles and practices of water management, hydrology, hydrogeology and groundwater monitoring

Pertinent federal, state and local laws, codes and regulations related to water

Principles and procedures of record keeping and report preparation

Research methods, techniques and procedures

Modern office procedures, practices and technology, including but not limited to MS Word, MS Excel, other Microsoft Office applications, ArcGIS, and Adobe applications

Basic arithmetic, algebra, geometry, and statistical analysis

Safe work practices

Ability to:

Learn, understand, apply and enforce pertinent procedures, laws, policies, rules and regulations

Work effectively with others in difficult situations

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

Effectively multi-task

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

Understand and follow oral and written instructions

Water Resource Specialist II (in addition to qualifications for Water Resource Specialist I):

Knowledge of:

GIS practices

Basic principles of supervision and training

Ability to:

Work independently with minimal supervision

Provide technical supervision and training

Provide oversight in specific programs

EXPERIENCE AND TRAINING GUIDELINES

Water Resource Specialist I:

Experience:

None required.

Training:

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

Water Resource Specialist II:

Experience:

Two years of increasingly responsible experience in water resource management comparable to that of a Water Resource Specialist I in Glenn County.

Training:

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

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LICENSE OR CERTIFICATE

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

Water Resource Specialist I - None required

Water Resource Specialist II - Successful completion of a college level GIS Certificate Program OR ESRI Technical Certification OR equivalent

	I	II
Classification Code:	2W03	2W04
Bargaining Unit:	40	40
FLSA Status:	Y	Y
Workers' Compensation Code:	9410	9410
Pay Table:	CNTY	CNTY
Range:	309	358