



**APPROVED BY: THE CHIEF
ADMINISTRATIVE OFFICER**

EFFECTIVE: May 2007

ASSOCIATE WATER RESOURCES SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform complex scientific and/or administrative assignments in the analysis, policy development, implementation and administration of water supply and/or resource management work; to serve in a supervisory capacity as a team or project leader; and to perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the professional Water Resources Specialist series. Associate Water Resources Specialist is distinguished from Senior Water Resources Specialist in that the latter exercises primary administrative responsibility for the broadest and most complex water resource policies, programs or projects which require the use of considerable independent judgment. Associate Water Resources Specialist is further distinguished from Senior Water Resources Specialist in that the latter may provide direct supervision as a section leader, while positions at the Associate level may provide functional and technical supervision as a team or project leader.

Associate Water Resources Specialist is distinguished from Associate Engineering Geologist and Associate Engineer in that the later classes perform other work not related to water supply/ resource management. In addition, when performing water supply/ resource management work these classes possess a narrower scope of responsibility with an emphasis on performing the technical aspects of their respective professional disciplines.

Associate Water Resources Specialist is distinguished from Senior Water Quality Specialist in that the latter is focused on the scientific aspects limited to water quality with less emphasis on the broader aspects of supply and resource management.

SUPERVISION RECEIVED AND EXERCISED

Works under direction.

May exercise functional and/or technical supervision or direct supervision over professional, administrative and other staff as assigned.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Plan, direct, coordinate and participate in studies related to groundwater management, protection and identification of expanded groundwater resources, and expansion of conjunctive use of imported and local supplies.
2. Act as a resource expert on groundwater contamination cases; provide hydrogeologic review and comments upon progress being made in investigation and remediation of groundwater contamination cases.
3. Analyze proposed and current legislation and government policies, rules, standards and regulations and develop recommendations; serve on various technical advisory committees; review Draft Environmental Impact Reports, general plans, and similar documents for validity and to ensure that the District's guidelines and activities are not compromised.
4. Provide technical support to other employees within the division and District and to external representatives to ensure that actions taken by others are in compliance with objectives, guidelines and policies related to area of expertise.
5. Design, develop or assist in the development of numerical and conceptual modeling tools to conduct forecasting analyses, feasibility studies, perform water resources systems simulations, develop pricing scenarios, analyze capital improvement options, and evaluate other related plans and objectives to ensure that the information necessary for determining strategic directions related to water resource planning is available to District management; prepare and submit schedules for deliveries of imported water:
6. As assigned, assume responsible charge of the review and preparation of water resources studies, reports, design, and contract documents for compliance with professional standards and principles; applicable policies, rules, regulations, and laws; stamp and/or sign such work to assume project responsibility.
7. Plan, lead and coordinate a variety of activities with public and private entities, including water suppliers, retailers and regulators; resolve issues with water retailers as necessary; balance project needs and objectives with mitigation requirements. Coordinate and administer water resource programs; coordinate studies and programs with local, state and federal agencies.
8. Prepare and review contract documents and monitor the work of contractors

including receiving, analyzing, and recommending acceptance or rejection of bids for contractors, negotiating and administering consultant and professional services contracts, investigate claims and participate in negotiating resolutions.

9. Negotiate, prepare and review agreements between the District and other public agencies; administer agreements between the District and other public agencies, such as access agreements, cooperative agreements, South County Regional Water Authority and Department of Water Resources contracts; represent the District on resource protection issues; represent the District in meetings or presentations to the public, contractors, federal, state and local agencies.
10. Serve as team leader or project/program manager for various water supply projects;
11. Provide technical and functional to assigned staff; organize, direct, lead, plan, schedule, assign and review the work of staff; provide training; monitor and control project schedule and expenditures.
12. Perform a variety of ancillary administrative responsibilities, including development and administration of assigned budgets; participation in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor expenditures; implement adjustments; prepare Board agenda packets, letters, staff reports, correspondence, and scientific documentation on water resource matters; respond to Board Member Requests and Informal Board Member Requests.

QUALIFICATIONS

Knowledge of:

Principles and practices of water resources and hydrology

Principles and practices of supervision

Principles and practices of budget development and administration.

Principles and practices of fluid mechanics.

Methods and techniques of treated water contracts and water pricing policy.

Mathematics, economics and statistical analysis for engineering and scientific application.

Computer software applications for water resources and project management

Principles and practices of project management, including planning, organizing, delegating, scheduling, and controlling.

Principles and practices of contract administration, negotiation, preparation.

Pertinent federal, state, and local laws, codes, and regulations.

Principles and practices of water resources modeling and forecasting

Principles and practices of water resources development, such as conjunctive use facilities, ground water systems and water treatment technologies.

Principles and practices of water transfers and exchange.

Terminology, methods and techniques used in research, analysis and planning

Ability to:

Assign, direct, and review the work of assigned functional or project team staff.
Provide training and technical support to assigned staff.
Coordinate, monitor and oversee water resource studies.
Negotiate, prepare and administer complex agreements.
Apply research and investigative principles and computer programs in the solution of water resource issues.
Analyze complex engineering, technical or scientific data and draw sound conclusions.
Perform the full range of professional project management tasks and responsibilities.
Read and interpret engineering plans, drawings, specifications, and contract documents.
Set priorities and exercise sound independent judgment within established procedural guidelines.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Interpret and apply federal, state, and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing, to both technical and non-technical audiences.
Establish and maintain effective working relationships with those contacted in the course of work.

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

Four years of professional water resources management experience

OR

Two years of experience as an Assistant Water Resources Specialist II with the Santa Clara Valley Water District.

Training

Equivalent to a Bachelors degree from an accredited college or university with major course work in physical science, engineering or other directly related field.

License or Certificate

Possession of a current valid California class C drivers license.

Some positions may require State of California registration as a Professional Civil Engineer or Professional Geologist.

WORKING CONDITIONS

Environmental Conditions

Indoor environment; some positions require frequent field visits; travel from site to site; work closely with others and alone; irregular work hours; some positions may involve exposure to inclement weather, dust, dirt, noise, and other conditions associated with water resource project sites.

Physical Conditions

Essential and other important functions may require maintaining physical condition* necessary for: sitting, walking, and standing for extended periods of time; occasional moderate lifting and carrying; audiovisual acuity; confining work space; ability to travel to different sites and locations; extended period of computer keyboard and pointing device(s) use; using telephones; manual and physical dexterity.

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