



THE CITY OF SANTA FE

Water Resources Analyst

FLSA Status: Nonexempt
Union Status: AFSCME
Salary Range: 13 (\$22,621-\$33,931)

General Definition of Work

To provide technical research and analysis, and project management support to water resource management and planning projects.

Supervision Received

Works under the general guidance and direction of the assigned supervisor.

Supervision Exercised

None.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. A position may not include all of the duties listed and the listed examples are not an exhaustive list of the duties that may be found in a position of this class.

Essential Functions

- Collects and analyzes specialized data for water resource planning programs; compiles and prepares memos, reports, general correspondence, and maps, such as the biannual Water Update.
- Maintains and uses Santa Fe's Water MAPS system simulation and decision support model.
- Assists Water Resource Coordinators in project management tasks including scheduling, review of Consultant work, writing memos or letters, review project budget,
- Compiles and maintains computerized **GIS** files and associated data tables; integrate GIS into water resource management programs.
- Provides technical information and educational material to Water Division staff, other departments, and public inquiries.
- Assists in pursuing grant monies for water projects, and assists Water Division staff with fiscal and budgetary matters.
- Collects water level measurements, stream flow measurements and water quality samples
- Maintains water resource electronic files, paper files and library.
- Performs statistical analysis including estimates of individual , residential and total water use, estimates of population and demand projections
- Prepares presentations; attends committee, City council, departmental or community meetings.
- Updates research and coordinates printing of information brochures; prepares graphic elements such as maps, charts or other visual aids necessary for planning program presentations.
- Assists Water Division staff with various project management duties

Knowledge, Skills, and Abilities

- Considerable knowledge of research methodology, statistical analysis, water resources, computerized data compilation and conversion techniques, report writing, graphics presentation report production techniques comprehensive planning tools, and ability to apply these skills appropriately.
- Considerable skill in MS-Windows Office Professional, STELLA, and ArcGIS
- Ability to research technical material, summarize findings and make appropriate recommendations, to prepare and present clear and concise graphic, oral and written reports. Must be able to read, interpret and work from field notes, aerial photographs, plans, etc. to meet deadlines, to establish effective working relationships with associates and the public. Must be able to prioritize work, and complete multiple tasks simultaneously.

Education Requirement

A bachelor's degree in physical sciences, water resources, engineering, geography, environmental studies, planning, economics, statistics, social science, or related degree, and a demonstrated interest in water resource issues. Course work or experience in water resource planning, water resource management, hydrology, or geographic information systems, is preferred.

Education and Experience Equivalency

A Master's Degree may substitute for up to one (1) year of professional experience.

Licensure and Certifications

. Must possess a valid driver's license and secure a City of Santa Fe driver's permit within six (3) months of hire.

Physical Requirements

Working Environment

- Work is generally performed in an office setting.
- Some field, evening, weekend or irregular work hours may be required.
- Occasionally, may be required to work outside during inclement weather.
- Requires good hearing and visual acuity and may require sitting for long periods of time with close exposure to VDT's, CRT's or UV rays

EEO/ADA Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Veterans' Hiring Initiative

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans with an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veterans' Certification Form to identify themselves and then must

attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status for the position in which applying for.

Applications must be submitted online at: <https://santafenm.munisselfservice.com/employmentopportunities/>

Resumes will not be accepted in lieu of the city application form, unless the position status is at-will. When required of the position, high school diploma/GED, college degree(s), certification(s), or license(s) must be attached at the time of submission of the application. Each applicant is considered only for the current vacancy indicated on the application submitted. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. Incomplete applications will not be considered. Applications become public record upon receipt and may be made available for public inspection upon request. Pre-placement physical exams, and drug and alcohol screenings are required for some positions.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.