



Water Resources Coordinator

FLSA Status: *Non-Exempt*

Union Status: *Non-Union*

Salary Range: 111

Safety Sensitive: *No*

General Definition of Work

The Water Resources Coordinator Assistant provides technical research, analysis, data collection, monitoring and project management support to the Water Bank Program or BDD (as assigned); assists in water resource management and planning and research projects; and performs and/or assists with the professional and technical coordination and support of hydrologic, environmental and permit compliance, and other water resources related 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

- Manages Water Right Bank: tracks and monitors water right deposits; tracks and monitors water right withdrawals and transfers, coordinates water right transactions with other City staff, developers, and Office of the State Engineer; and invoices customers for the water required to offset their project impacts.
- Assists in the coordination of activities and implements aspects of the City's or BDD's water supply augmentation and watershed management projects.
- Evaluates existing and potential water resources available to the City or BDD.
- Coordinates data collection, data management, drafting technical reports and other support activities related to the implementation of the City's or BDD's analytical and planning documents.
- Helps to prepare documents, professional service contracts, grant applications, permit applications, request for proposals (RFP's), policy recommendations, ordinances, technical reports and other related water documents.
- Helps to analyze water rights availability for purchase and/or lease of water, administer water storage contracts, assure accurate water allocation accounting and advice regarding compact obligations.
- Provides technical analysis to support engineers, hydrologists, planners and other staff.
- Evaluates surface and ground water resources for establishing water budgets.
- Assists with hydrologic analysis to determine well yield and aquifer parameters.
- Monitors compliance with water quality standards and makes recommendations for compliance and contaminant monitoring.
- Assists with or conducts/oversees water quality sampling, data analysis and report preparation.
- Performs technical research and prepares reports of research findings with recommendations for future actions.
- Presents and provides support for City Council and/or BDD Board and committees on water issues.

- Participates on committees and boards and coordinates special events related to water projects and activities.
- Serves as team member for water resources planning/development and implementation of programs.
- Assists with contract management, water policy development, NEPA coordination, coordination with City or BDD staff and other agencies, project cost and benefit analysis for water resource projects, water rights and supply development, water rights and supply accounting and management.
- Assists with and performs modeling associated with the Water Division's Long-Range Water Supply Plan and WaterMAPS decision-support model.
- Assists with assigned water conservation and demand management efforts as needed.

Knowledge, Skills, and Abilities

- Extensive knowledge of current approaches, methods and technologies related to water resource management, New Mexico Water Rights.
- Knowledge of Hydrology, modeling, research methodology and techniques, project management.
- Operate hydrologic measuring devices.
- Perform water modeling and use related software or become trained to perform water modeling and related software.
- Attention to Detail – Ability to be thorough when performing work and conscientious about attending to detail.
- Customer Service – Ability to interact with customers in a friendly and professional manner, ability to work to resolve issues quickly and effectively, and is knowledgeable about products and services.
- Deciding and Initiating Action – Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.
- Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- Delivering Results – Ability to set high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.
- Interpersonal Skills – Ability to show understanding, respect, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relate well to different people from varied backgrounds and different situations.
- Learning – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.
- Mathematical Reasoning – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.
- Planning and Evaluating – Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.
- Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
- Resilience – Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- Teaching Others – Helps others learn through formal or informal methods; provides resources to help teach others; acts as a mentor.
- Thinking Strategically – Thinks strategically and promotes best practices and leading-edge ideas.
- Writing – Writes in a clear, concise, and organized manner for the intended audience.
- Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Education Requirement

A Bachelor's degree in Hydrology, Geology, Water Resources, Engineering, Geography, Environmental Studies or closely related field. Master's Degree in one of the above disciplines is preferred.

Experience Requirement

Two (2) years of progressively responsible experience in water resource management or related discipline.

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education. Additional appropriate education may be substituted for the minimum experience requirements.

Licensure and Certifications

- Must possess a valid driver's license.

Special Requirements

- Obtain and maintain a City of Santa Fe driving permit within three (3) months of hire.

Physical Requirements

- Requires the exertion of up to 50 pounds of force.
- Requires speaking or hearing and using hands to finger, handle or feel, requires sitting, standing, walking, stooping, kneeling, crouching, or crawling, reaching with hands and arms and lifting.
- Standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles and observing general surroundings and activities.

Working Environment

- Work is generally performed in an office setting with occasional travel to perform field investigations or attend meetings, conferences and/or workshops.
- May be required to work irregular hours, including nights and weekends.
- Work occasionally requires exposure to environmental conditions.
- Work is generally in a moderately noisy location (e.g., business office, light traffic).
- Requires attendance at evening meetings and special project deadlines outside the normal workweek.
- Some travel to off-site locations is required.

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://cityofsantafenemployees.munisselfservice.com/employmentopportunities/default.aspx>

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.

Acknowledgment

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

I have read and understand the above job description. I verify that I meet the requirements and am able to perform the duties and responsibilities on this job description.

Print Employee Name

Date

Employee Signature