WATER MANAGEMENT PLANNER COORDINATOR

DEFINITION

Under general supervision, performs duties related to directing, planning, coordinating, and formulating a Regional Water Management Plan; prepares related water plans and documents; performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Graduation from an accredited college or university with a bachelor’s degree in Civil Engineering, Ecology, Environmental or Natural Resource Planning, Hydrology, Hydro-geology, Geology or closely related field and four years of full-time planning experience which included experience in two or more of the following areas: water management, water quality, water supply, flood control and storm drainage, water related natural resources, or natural systems management; OR an equivalent combination of education and experience. Related education/training may be substituted for a maximum of two years of the required experience.

LICENSE OR CERTIFICATE

Possess of a valid driver’s license.

SUPERVISION EXERCISED

Exercises direct supervision of administrative secretary.

EXAMPLES OF DUTIES  (The following is used as a partial description and is not restrictive as to duties required.)

Provide leadership and expertise in addressing land-use planning projects, which encompass water issues; provide assistance to staff developing and maintaining databases and computer models.

Serve as senior staff member to the Water Resources Department; facilitate and provide problem-solving leadership on long-term, unresolved issues between developers and Utility Division.

Prepare Regional Water Management Plan(s) relating to water quality and supply, flood control and storm drainage, natural resources, and systems management elements; develop requests for proposals, select consultants, develop professional service contracts and make presentation to Board of County Commissioners for approval of professional service contracts in accordance with County policies.

Review plans and documents from other organizations; coordinate water management development; assess project feasibility; ensure compliance with the Regional Water Management Plan.

Prepare individual or multiple hydrographic basin plans to provide detailed information on water issues and to supplement and clarify issues.

Collect data and prepare reports and documents related to the Regional Water Management Plan and other water management planning activities; prepare five-year action plans proposing objectives, facilities, and finances and justify recommendations.
Prepare and deliver various presentations to Regional Water Board, Water Planning Commission, other governing and advisory boards, groups, and agencies; testify before legislative committees and represent Washoe County at the state legislature on water-specific legislation; assist various boards, commissions, agencies and private entities to achieve County goals for water quality, supply, and flood protection.

Develop and manage Capital Improvement Projects; administer contract expenditures from the Regional Water Management Fee.

Serve as a team member on projects and other activities of the Water Resources Department and coordinate with Department of Community Development to provide expertise and ensure adherence to the Regional Water Management Plan.

Supervise, assign and review work, prepare performance evaluations and take disciplinary action as necessary.

Respond to inquiries from the public, developers, and interested agencies on water management planning issues and functions.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**
- Management information systems and software specific to assigned responsibilities and knowledge areas.
- Technical terminology used in assigned office, department, and division.
- Legal principles, practices, and terminology as necessary to assigned responsibilities.
- Techniques of data collection, evaluation, and presentation.
- County and departmental policies and procedures.
- Local, state, and federal laws and regulations affecting water management planning, Washoe County Development Code, Comprehensive Plan, area plans, and capital improvement programs.
- Planning and project review principles and practices.
- Planned development and projected growth in Washoe County.
- Geography, topography, and other entities pertinent to water management planning.
- Systems dynamics, surface water, ground water modeling, and other analytical techniques pertinent to water resource development and management.
- Meeting Facilitation and group processes.

**Ability to:**
- Compile and present information and data in reports, plans, and maps.
- Prepare water management planning studies.
- Design and implement long-range water management plans and studies.
- Draft ordinances or policies to implement adopted water management plans.
Prepare and deliver presentations.

Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Operate office and unique departmental/division equipment.

Work as a team member.

Communicate effectively, both verbally and in writing.

Interpret and comply with policies and procedures, laws, and regulations affecting water management planning.

Interact effectively with the public and county personnel and provide required service.

Establish and maintain effective and cooperative work relationships with the public, agencies, developers, elected and appointed officials, and County departments.

**SPECIAL REQUIREMENTS**

_Essential duties require the following physical skills and work environment._

Ability to sit, stand, and walk for extended periods. Ability to lift and move objects weighing up to 25 lbs.

_This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards._

Approved ___ WERCCS Job Evaluation Committee ___ Date __ March, 2001 ___