

MONTHLY SALARY RANGE #21
\$5,105 - \$6,206 Monthly

DEFINITION

Under direct or general supervision, performs water management, water conservation, grant administration, habitat restoration/management functions; assists in conducting field inspections and investigations of the Agency's systems and facilities; participates in scientific studies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Streamkeeper and/or Principal Water Resources Specialist. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is the entry-level class in the Water Resources Specialist series. Incumbents perform the less difficult to complex tasks related to water resources planning, water conservation, grant administration, and habitat restoration/ management and special projects. As experience and proficiency are gained, assignments will become more technically diverse and difficult, while exercising increasing independence of judgment. This class is alternately staffed with the Associate Water Resources Specialist and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications and demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists water resources staff in development of projects and implementation of programs, including, but not limited to, water resources management, water conservation, grant administration, and habitat restoration/management.
- Conducts field inspections, investigations, and monitoring and data gathering for the Agency.
- Assists in implementation of the Agency's Water Conservation Program.
- Performs staff functions for various Agency committees.

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- Assists in project management of grant funded projects such as preparing contracts and scheduling invoices, reports, and task orders.
- Drafts maps, charts, diagrams, and tables using computer programs.
- Attends various types of meetings, records minutes, prepares oral presentations and written reports, and presents findings.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic practices, techniques, and tools used in water conservation, water resources management, grant preparation and habitat management.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures.
- Effective communication techniques and public relations.
- Safety principles and practices.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and Agency staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and Agency staff, in person and over the telephone.

Ability to:

- Develop and administer contracts for professional services in a public agency setting.
- Analyze water conservation and water resources problems and develop proposed solutions.
- Prepare and maintain detailed and accurate records, reports, and written correspondence.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience: *Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in water conservation, water resources, environmental sciences, landscape architecture, planning,

engineering, agriculture, biological sciences, natural resources, public policy or administration, or a related field (no experience is necessary, however, experience in the above described job functions is desirable).

License and Certifications:

Possession of an appropriate California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; strength, stamina, and mobility to perform medium physical work, operate varied hand and power tools; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays.

CURRENT EMPLOYEE BENEFITS

RETIREMENT - The Agency participates in CalPERS retirement program. New CalPERS members have a defined benefit formula of 2% at age 62 and pay a contribution rate of 50% of the normal cost.-The Agency is not enrolled in Social Security.

HEALTH BENEFITS – The Agency has a cafeteria plan for medical insurance (through CalPERS). Up to \$12,500 per year is available for medical insurance costs. 25% of any unutilized benefits in the cafeteria plan is reimbursed to the employee at the end of the calendar year. The Agency pays the cost of the following benefits:

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- ◆ Dental Insurance for employee and dependents.
- ◆ Disability Insurance for the employee.
- ◆ Long-Term Care Insurance for the employee and dependents up to \$800 per year.
- ◆ Post-Retirement Health.

LEAVE - Regular full-time employees accrue vacation leave at the rate of 15 day per year. After three (3) years employees accrue vacation leave at the rate of 20 days per year. Regular full-time employees accumulate 12 sick leave days per year.

HOLIDAYS – Regular full-time employees receive 12 paid holidays per year.

OTHER BENEFITS – Employees may elect to participate in a deferred compensation plan and/or a flexible spending account plan.

SELECTION PROCESS

Based on the information provided in the application documents, the best qualified applicants will be invited for an interview. All applicants meeting the minimum qualifications are not guaranteed an interview. If selected the job offer is contingent upon completing a pre-employment medical examination.

HOW TO APPLY

Please refer to job flyer.