
**ROSEDALE-RIO BRAVO WATER STORAGE DISTRICT
SPECIAL PROJECTS COORDINATOR**

Department: Administration

Range:

Effective Date:

General Purpose

Under direction from the General Manager, to assist in planning, directing, and oversight of Rosedale-Rio Bravo Water Storage District ("RRBWSD") programs, services and resources in accordance with short and long range goals, policy statements and directives; with special emphasis on the development and implementation of a groundwater sustainability plan, groundwater trading system, assessor parcel number evapotranspiration water budgets, and coordinating with landowners within the Rosedale groundwater management area(s) including stakeholder outreach and education.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

1. To assist in the development and implementation of a web-based groundwater trading and tracking system to facilitate landowner-initiated transactions to buy/sell water and to ensure accurate accounting of all transactions.
2. Interface with technical experts to incorporate evapotranspiration (ET) data into a web-based platform to provide water budget (supply & demand) information to make informed decisions relative to water market transactions
3. To engage with and educate local stakeholders on the development and implementation of the RRBWSD Groundwater Sustainability Plan ("GSP").
4. To assist in the analysis of management actions to inform decisions related to mitigation of impacts.
5. To collect, compile and report data necessary to comply with the Sustainable Groundwater Management Act ("SGMA").
6. Assists in planning, directing, coordinating, and controlling the daily operation of the organization through the organization's managers including administration, financing, maintenance, operation, engineering, and construction, to effect operational efficiency and economy.
7. Participates in providing advice, guidance, and direction to carry out major plans, standards and procedures, consistent with established policies.

8. Assists the General Manager with the analysis, preparation, presentation, justification and administration of the District's groundwater management activities, including but not limited to tracking and administering groundwater transfers, accounts and transactions.
9. Works closely with other water agencies in the region; participates on various committees to guide the agency in being effective and in participating in regional solutions.
10. Assists in promoting the organization throughout the industry, special districts and/or trade associations; serves as District representative with other governmental agencies such as Regional Water Quality Control Board (RWQCB), as well as environmental agencies such as U.S. Fish and Wildlife Service and Fish and Game.
11. Attends and participates in RRBWSD Board meetings, professional organizations, and community meetings; prepares and presents reports.
12. Performs special analytical studies and prepares reports as directed by the General Manager.
13. Manage land acquisitions, easements, grand deeds, property and owner research, and environmental permitting.
14. Serve as the District's State and Federal Grant Administrator.
15. Participates in District safety meetings.

Qualifications

Knowledge of:

1. Water utility services, system operations and administration.
2. Local government and community affairs with an emphasis on SGMA
3. Public relations techniques.
4. Microsoft Office, Adobe and other software programs necessary for the presentation of information and data.

Ability to:

1. Plan, organize, administer, coordinate and direct the activities of the District's operations.
2. Analyze and interpret complex data and draw logical conclusions; exercise a high degree of judgment and discretion in administering and interpreting District policies and procedures.
3. Evaluate and recommend improvements to existing District activities, reports, and administrative activities related to the implementation of the Sustainable Groundwater Management Act.
4. Exercise a high degree of managerial and administrative skills.
5. Establish and maintain cooperative working relationships with others; deal tactfully and courteously with the public.
6. Communicate clearly and concisely, both orally and in writing.
7. Operate a vehicle observing legal and defensive driving practices.
8. Operate standard office equipment, personal computers, Internet, and Microsoft Office software products.
9. Observe proper safety precautions.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education:

A bachelor's degree from an accredited college or university in business administration, public administration, civil engineering or a closely related field; and

Experience:

A minimum of four (two) years of experience in progressively responsible professional administration, preferably at the managerial level. Up to four (4) years of additional qualifying experience may be substituted for the required education, on a "two for one" basis (two years of experience for one year of education).

Necessary Special Requirements

Must possess an appropriate valid, Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle, or feel. The employee is frequently required to talk, hear, taste or smell, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.