



San Juan Water District
9935 Auburn-Folsom Road
Granite Bay, California 95746
(916) 791-0115
www.sjwd.org

Water Resources Analyst Position Description

Status: Exempt
Supervisor: Operations Manager
Effective Date: February 1, 2009

Supervision Received and Exercised

Receives general direction from the Operations Manager and may provide technical and functional supervision over personnel.

Primary Function

To coordinate, organize and implement a variety of water resources related functions including legislation review and the recommendation of modifications and/or District position, conservation program level planning and report writing, grant applications and administration; and to provide highly responsible and complex administrative support to the Operations Manager and General Manager.

Essential Duties - *Duties may include, but are not limited to, the following:*

- Researches and reviews approved and pending legislation; determines impact on District functions and programs; prepares findings and recommendations to the Operations Manager and General Manager; defend the District's position as required.
- Collects, compiles, and analyzes operational data; prepares and submits a variety of technical reports including those submitted to State and Federal agencies.
- Applies for and administers grants associated with assigned functions and programs; monitors and tracks program budgets.
- Reviews water sources and recommends use; coordinates with legal counsel as needed.
- Leads interagency and interdepartmental efforts to define, calculate, collect, interpret, report and evaluate the significance of data regarding unaccounted for water and its impact on the District; assesses and projects water savings that can be achieved through containing unaccounted for water losses.
- Proactively establishes, coordinates, delegates, and maintains working relationships and communication processes to ensure effective outreach and coordination with other departments, water industry groups, and public agencies engaged in efforts to promote water conservation, demand management, water rights, and related issues; participates in and sponsors research, workshops and other activities to increase community awareness and program support;

- Develops, coordinates and implements District programs related to water conservation and demand management; coordinates between District departments and with outside agencies; oversees the use of consultants on special projects.
- Actively participates on regional and state-wide water committees; provides technical assistance.
- Makes presentations to community groups and other interested audiences to promote and explain District programs and goals; responds to inquiries from the news media, other agencies, and community groups on water resources issues when requested.
- Organizes, prepares and presents reports to the General Manager and the Board of Directors regarding significant and complex water resources issue, pending legislation and related program activities; prepares or oversees the publication of educational and promotional materials about water resources.

Minimum Qualifications

Knowledge of:

- Principles and practices of water resource management and conservation;
- Principles and practices of program management and administration;
- Pertinent local, State and Federal laws, ordinances and rules;
- Roles of public agency representatives and government officials associated with water conservation, water planning and water rights;
- Practices of water rights analysis and legislative reform;
- Technical report writing;
- Practices of grant administration;
- Principles and practices of budget administration.

Ability to:

- Plan, organize, implement and coordinate water resource and related programs involving coordination with multiple stakeholders;
- Exercise independent judgment in administering and interpreting policies and regulations;
- Communicate effectively orally in a variety of situations including outreach presentations, Board presentations, advisory committee meetings, workshops and conferences;
- Interpret and explain District policies and procedures;
- Research, analyze and interpret State legislation and the impacts on District operations and programs;
- Develop and maintain effective working relationships with a wide variety of District staff, community groups, customers, and representatives of other public agencies;
- Compile, analyze and evaluate technical data and complex regulations relating to assigned programs.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: Completion of four years of college resulting in graduation with major course work in business or public administration, engineering or related field and five years of professional analytical experience, preferably in water resource management.

License or Certificate:

Possession of, or the ability to obtain and maintain, a California Driver’s License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Physical Capabilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				√
Hearing				√
Standing/Walking			√	
Climbing/Stooping/Kneeling	√			
Lifting/Pulling/Pushing	√			
Approximate Maximum Weight to Lift		20 Pounds		
Fingering/Grasping/Feeling				√
Describe Working Conditions	90 Percent Indoors and 10 Percent Outdoors			