

**WATER RESOURCES SUB-REGIONAL OPERATIONS GROUP (SROG)/  
PLANNING ADVISOR**

**JOB DESCRIPTION**

**Responsibilities:** A Water Resources Sub-Regional Operations Group (SROG)/Planning Advisor is responsible for assisting in developing high-level policy advice, performing administrative work in maintaining active liaison with all organizations having water related interests; advising the Water Resources Department and City management regarding water policy matters; and assuring comprehensive representation of the City of Mesa's interests intergovernmental agreements and protecting the City's investments in joint ventures. Duties include: oversight and administration of Mesa's various agreements (SROG, Val Vista, GRIC, SRPMIC, GWRP, Salt River Project and Central Arizona Project); making and recommending actions to Water Resources and City Management; providing direction and monitoring Operations Maintenance (O/M) budget and 5-year Capital Improvement Project (CIP); reviewing plant operations, projects; resolving issues; coordinating efforts with other participant cities, etc.; maintaining cost of service model; analyzing monthly flows, in order to allocate billing amounts; and reviewing trends to include in budget dollars; leading and negotiating Intergovernmental Agreements (IGAs) with outside entities: (JEPA, AJ, Greenfield, Val Vista, Tempe, Gilbert). In addition the incumbent also is responsible for analyzing data, preparing reports, and maintaining water management records in support of these functions. Additional duties include: analyzing supply and demand data to guide decisions regarding supply acquisition and protection, preparing and implementing policy recommendations related to water resource issues, monitoring activities at the Arizona State Legislature, Arizona Department of Water Resources (ADWR) and Arizona Department of Environmental Quality (ADEQ), the Central Arizona Water Conservation District and Salt River Project (SRP) and working to ensure that those activities have a positive impact on Mesa's water resources; leading negotiations regarding water-related agreements with outside parties; and representing the City's position at meetings with water resource agencies. This class performs other duties as required.

**Distinguishing Features:** The Water Resources SROG/Planning Advisor is required to exercise extensive initiative and judgment and must formulate recommended courses of action based on research and information at hand. This classification differs from the Water Resources Planning Advisor class by the Water Resources SROG/Planning Advisor class having full responsibility for the City of Mesa's interests in the Sub-Regional Operations Group (SROG) Intergovernmental Agreement (IGA). This class is supervised by the Water Resources Advisor through meetings, conferences, reports, and results achieved. This class is FLSA exempt-administrative.

**QUALIFICATIONS**

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Bachelor's Degree in a field related to water, Natural Resource Management, Environmental Science or related field. Extensive (5+ years) experience in water resource planning, policy analysis, water law, cost-benefit analysis, and environmental quality. Graduation from an accredited college or university with a Master's Degree in one of the above fields may be substituted for two years of experience.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** None.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public, other City employees and officials, and staff from public and private organizations in order to provide information regarding Mesa's water resource plans, policies, and procedures. Assist in the production of documents, including reports, agreements, and data analysis to inform management, policy makers, and legal staff about water issues. Represent the City and serve as liaison with various committees relating to water resources. Uphold and protect the integrity of Mesa's Intergovernmental Agreements and joint ventures.

**Manual/Physical:** Enter data into a personal computer to create detailed and technical reports for Water Resources Advisor and City management. Operates a motor vehicle requiring a standard Arizona Driver's License to visit field operations and sites as well as attend meetings.

**Mental:** Assist with development of short- and long-term plans and policies for meeting Mesa's future water needs. Help coordinate water resources planning and development functions with other cities, irrigation districts, tribal communities, and state agencies. Negotiate water resource related contracts and agreements adhering to the direction of City management. Participate in development and implementation of rules and regulations which affect Mesa's water resources. Review the impact of proposed and finalized statutes, rules and regulations on Mesa in order to advise management of proposed City positions. Consult with City legal staff regarding technical aspects of legal proceedings involving water rights or water resource issues. Analyze technical data and report impact on Mesa's water resources. Report to the Water Resources Advisor on matters of significance in which water policy is actively involved, through oral and written reports.

### **Knowledge and Abilities:**

Knowledge of:

Arizona water and environmental laws and regulations, regulations and legislative process; history of water supplies in geographical area and water supply requirements for future growth; water quality regulations and familiarity with regulating agencies; and the principles and practices of public administration, administrative research methods, techniques and report presentation.

Ability to:

conduct research to assist making sound administrative analyses relating to water resources policy and management problems;  
assist in developing and implementing long-range plans;  
analyze legislative issues/activities and report impact on City water resources;  
represent the City's interests on interagency, intergovernmental and joint venture committees related to water resources;  
develop and use computer applications related to water resources data analysis; and  
establish and maintain effective working relationships with government agencies, City employees, tribal communities, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 6/15

TO/fl/pg

CS5209.DOCX

EEO-Prof

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ADM

INCREMENTS 37-200

PAY GRADE: 56

SECURITY-No

CDL-No

IND-8810

SWORN-No