WATER RESOURCES ADVISOR

JOB DESCRIPTION

Classification Responsibilities: The Water Resources Advisor is a high-level policy advisor responsible for ensuring a long-term, sustainable supply of water for the City, maintaining an active liaison with all organizations having water-related interests and advising the Water Resources Department and City management regarding water policy matters. The incumbent analyzes data, prepares reports and maintains water management records in support of these functions. Additional duties include: analyzing supply and demand data to guide decisions regarding supply acquisition and protection, analyzing reclaimed water supplies and demand data to guide decisions regarding the Arizona Nuclear Power Project (ANPP) and the Intergovernmental Agreement through the Sub-Regional Operations Group (SROG), Southeast Water Reclamation Plant (SEWRP) and Greenfield Water Reclamation Plant (GWRP) relating to Indian Water Settlements and exchanges and direct deliveries of reclaimed water; preparing and implementing policy recommendations relating to water resources issues, as directed by management-level staff; monitoring activities at the Arizona State Legislature, Arizona Department of Water Resources and Arizona Department of Environmental Quality, the Central Arizona Water Conservation District, and the Salt River Project and working to ensure that those activities have a positive impact on Mesa's water resources; lead negotiation regarding water-related agreements with outside parties; and representing the City's position at meetings with water resources agencies. The Water Resources Advisor supervises professional staff. The incumbent is responsible for performing related work as required.

Distinguishing Features: The Water Resources Advisor is required to exercise extensive initiative and judgment and must formulate recommended courses of action based upon research and information at hand. This class is supervised by the Deputy Director - Water Enterprise Services through meetings, conferences, reports, and results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Hydrology, Geology, Natural Resource Management, Economics, Environmental Science, or related field. Extensive (5+ years) experience in water resource planning, water rights administration, policy analysis, water law, cost-benefit analysis, and environmental quality.

Special Requirement. Must possess a valid Class D Arizona Driver's License by hire or promotion date.

Substance Abuse Testing. None.

Preferred/Desirable Qualification. Graduation from an accredited college or university with a Master's Degree in one of the above fields is preferred.

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. Produces documents, including reports, agreements and data analysis to inform policymakers, legal staff, management and the public about water issues. Presents City positions, both orally and in writing, to federal, state and local agencies. Represents the City on task forces and committees relating to water resources.

Manual/Physical: Enters data into a personal computer to create detailed and technical reports for management. Operates a motor vehicle requiring a valid Class D Arizona Driver's License to attend meetings or visit field operations.

Mental: Develops short- and long-term plans and programs for meeting Mesa's future water needs including periodic updates of the Mesa Water Resources Strategic Plan. Coordinates water resources planning and development functions with other cities, irrigation districts, and state agencies. Negotiates water resources related contracts and agreements. Participates in development and implementation of rules and regulations which affect Mesa's water resources. Reviews the impact of proposed and finalized statutes, rules and regulations on Mesa in order to represent the City's position to appropriate federal, state and local regulatory agencies. Consults with City legal staff regarding technical aspects of legal proceedings involving water rights or water resources issues. Analyzes technical data relating to areas such as underground storage and recovery projects, projected water demand and supply and groundwater/surface water relationships in order to determine impact on Mesa's water resources. Presents recommendations in a written report form to management.

Knowledge and Abilities:

Knowledge of:

Arizona and federal water quality and water quantity laws, regulations and legislative processes;
history of water supplies for the geographical area and water supply requirements for future growth;
techniques of water resources investigation and analysis;
water resources principles and practices;
the principles and practices of public administration, administrative methods, techniques and methods of report presentation; and
municipal government organization and the services normally provided.

Ability to:

conduct research and make sound administrative analyses relating to water resources policy and management problems;
develop and implement long-range plans;
prepare, edit, review and implement policies being proposed in connection with water resources;
analyze legislative issues/activities and define the impact on City water resources;
represent the City's interests on interagency committees relating to water resources;
develop and use computer applications related to water resources data analysis;

confer with governmental officials from other agencies regarding City of Mesa plans and priorities; and establish and maintain effective working relationships with elected officials, business representatives, government agencies, City employees, 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.

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JOB FCTN-ADM	SWORN-No
INCREMENTS 46-200	