

## WATER RESOURCES PLANNING ADVISOR

### JOB DESCRIPTION

**Classification Responsibilities:** A Water Resources Planning Advisor is a professional classification 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 that ensures a sustainable supply of water resources; and assuring comprehensive representation of the City of Mesa's interests in intergovernmental agreements and protecting the City's investments in joint ventures. Duties include: representing the City and serving as a liaison to local and regional water resource groups and agencies, regulatory bodies, and other government agencies; oversight and administration of Mesa's various agreements (SROG, Val Vista, GRIC, SRPMIC, GWRP, Salt River Project and Central Arizona Project); interacting and eliciting information from other City departments in order to carry out the City's objectives relating to water resource management; advising the Water Resources Department and City management regarding water policy matters; assuring comprehensive representation of the City of Mesa's interests; providing direction and monitoring Operations Maintenance (O/M) and 5-year Capital Improvement Project (CIP); coordinating with water operation staff to ensure compliance with the State Groundwater Management Act; assisting the Water Resources Advisor in short and long-range water planning activities including research, analysis, issue identification, projections and related tasks; leading and negotiating Intergovernmental Agreements (IGAs) with outside entities (JEPA, AJ, Greenfield, Val Vista, Tempe, Gilbert); providing highly technical and strategic planning assistance and recommendations on use of groundwater, surface water, and reclaimed water; interpreting, applying, and ensuring compliance with the provisions of water resources regulations and other applicable federal, state, and local codes, laws, rules, regulations, etc.; and assisting with the development and administration of the City's water resource master plan. The incumbent also serves as a technical analyst that maintains and analyzes data for water resource planning and contract compliance; prepares various reports and applications for state regulatory bodies, including the Arizona Department of Water Resources annual water use reports; provides information and technical assistance in the development and implementation of the City's water resource program, including working with local and regional water resource agencies, other City agencies, the public, and water system customers and users; assists in researching issues related to the City's water rights, water supply and demand, and effluent supply and demand; produces technical reports and analyses on water use and supply; develops and maintains water production and consumption information files and databases; and performs related duties as required.

**Distinguishing Features:** The Water Resources Planning Advisor provides independent, highly complex support for water resource programs and is required to exercise extensive initiative and judgment to coordinate information and provide accurate data based upon research and information at hand to assist in policy development. This classification is supervised by the Water Resources Advisor 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.** Graduation from an accredited college or university with a Bachelor's Degree in Environmental Science, Environmental Planning, Business Administration, Public Administration, or a related field. Considerable (3 - 5 years) full-time work experience in the field of water resources, water law, water quality, policy analysis, or environmental quality.

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

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Master's Degree 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. Represent and serve as liaison with various committees relating to water resources. Presents City positions, both orally and in writing, to federal, state, and local regulatory agencies. Upholds and protects the integrity of Mesa's Intergovernmental Agreements and joint ventures.

**Manual/Physical:** Operates a personal computer (PC), and uses software specific to work performed (example: word processing, database, and/or spreadsheet) to prepare correspondence and detailed and technical reports for use by management. Attends meetings to coordinate efforts and collect information. Operates a City vehicle requiring a valid Class D Arizona Driver's License to go to various work sites, perform field research, and attend meetings.

**Mental:** Researches information to assist in the development of 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. Assists in the negotiation of water resources related contracts and agreements under management policy direction. Participates in development and implementation of rules and regulations that 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. Analyzes technical data and reports 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.

Revised 7/19

NF/aa/ya

CS4929.DOCX

EEO-Prof

JOB FCTN-ADM

INCREMENTS 52-200

PAY GRADE: 55

IND-8810

SWORN-No