



SAN DIEGO COUNTY WATER AUTHORITY
invites applications for the position of:

Water Resources Specialist - Conservation

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Monthly</u>	<u>Annually</u>
\$38.00 - \$51.10	\$6,586.15 - \$8,857.68	\$79,033.76 - \$106,292.16

OPENING DATE: 01/03/17

CLOSING DATE: Continuous

THE ORGANIZATION:

Join one of the San Diego region's most reputable and progressive public agencies!

The San Diego County Water Authority is an independent public agency that serves as San Diego County's regional water wholesaler. The mission of the San Diego County Water Authority is to provide a safe and secure water supply to its 24 member agencies serving the region's \$222 billion economy and its 3.3 million residents.

With an acute awareness of San Diego's dependence on imported water sources, the Water Authority is executing a long term strategy to diversify the region's supply sources, make major investments in the region's water delivery and storage system, and improve water use efficiency. Through dynamic leadership, thoughtful planning, and prudent fiscal policies, the Water Authority is cost effectively managing the region's water portfolio, while continuing to diversify supplies to enhance future reliability.

The current vacancy for Water Resources Specialist is in the Public Outreach and Conservation (POC) Department. This Department establishes, fosters, and strengthens relations with news media representatives, business and civic organizations, civic leaders, school-age children, and members of the general public and administers programs that promote the efficient use of water in the region. The department employs a range of regional outreach to support conservation and communicate the Water Authority's priorities and messages. The department also supports member agency efforts to manage or reduce per-capita water use through developing, coordinating, and implementing water conservation and water-use efficiency programs, policies and initiatives focused on facilitating long-term behavioral change and market transformation.

THE POSITION:

The Water Resources Specialist position in POC will be focused on water conservation programs. The candidate selected for this position will design and implement water use efficiency and water conservation programs, administer the contracts of consultants, apply for and administer local, state and federal grants, coordinate and participate in community education programs, perform water conservation-related research, help represent the Water Authority in various public forums, and provide customer service. Assignments include:

- Managing day-to-day program operations for incentives, technical assistance and/or education programs, including marketing, participant enrollment, verification, issuance of incentives, reporting and related activities;
- Preparing requests for proposals and scopes of work, evaluating and selecting consultants, administering agreements for professional services, reviewing work of consultants and providing input for studies and program reports;
- Representing the Water Authority with consultants, monitoring and evaluating consultant work in progress;
- Developing and implementing water conservation partnerships with other water agencies and external organizations, and managing partnership agreements;
- Preparing and presenting oral and written reports to management and the Board of Directors on water conservation issues;
- Helping to develop, maintain, and query the Water Conservation Program database;
- Performing data collection, interpretation, trend forecasting and research on water conservation or other water management programs, and presenting findings to other staff,

management, or external stakeholders;

- Preparing reports and developing methods and procedures for data collection of information related to water conservation or water use;
- Responding to internal and external requests for information, representing the Water Authority to members of the public or external stakeholder groups on matters related to water use efficiency or water conservation, providing technical assistance and support to member agencies and others in the areas of water use efficiency and water conservation, including public speaking;
- Grant writing, implementation, reporting, invoicing and compliance for water use efficiency and water conservation projects funded by awards from local, state, federal, and other sources;
- Analyzing and developing recommendations for water use efficiency programs and policies;
- Preparing technical and policy oriented reports, correspondence and action plans; and
- Supporting the preparation of departmental budget and expenditure progress.

The ideal candidate is an independent self-starter who has a positive, "can-do" attitude and would thrive in a fast-paced, challenging and dynamic environment. The successful candidate is inquisitive, pragmatic, able to manage conflicts, politically savvy and possesses strong analytical ability and effective written and verbal communication skills. Knowledge of water-efficient landscape design, database systems, and other specialized water conservation experience is desirable.

To access further details regarding the duties and responsibilities, and qualification guidelines for this class specification, please click on the following link: [Water Resources Specialist](#)

This position has been approved for hire at Step 1 of the salary range. Depending on qualifications, starting salary may be negotiable. Step increases may occur at 6 months, 1 year, and annually thereafter.

QUALIFICATION GUIDELINES:

Graduation from a four-year college or university with major course-work in environmental or civil engineering, urban or regional planning, economics, public administration, natural resources management, or a closely related field; and three years of progressively responsible professional water resources planning experience.

LICENSES / CERTIFICATIONS / SPECIAL REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the Authority's Vehicle Insurance Policy.

APPLICATION PROCEDURE:

To be considered for this position, please submit an employment application and supplemental questionnaire. ***The first application review will be on Tuesday, January 17, 2017.*** Resumes will not be accepted in lieu of a completed application and supplemental questionnaire.

All applications and supplemental questionnaires will be evaluated in relation to the criteria outlined in this job announcement. The selection process may consist of an appraisal interview, writing exercise, and/or other appropriate screening devices.

Please consider applying early if you are new to the GovernmentJobs.Com application system to ensure timely and successful navigation. If you have questions regarding the position, please contact Tamaryn Boston at (858) 522-6667. For technical assistance with the application system, please contact GovernmentJobs.Com Toll-Free Applicant Support at (855) 524-5627.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/sdcwa/default.cfm>
OUR OFFICE IS LOCATED AT:
4677 Overland Avenue
San Diego, CA 92123
858-522-6660
hr@sdewa.org

Job #16-39 (O)
WATER RESOURCES SPECIALIST - CONSERVATION
TB

An Equal Opportunity Employer

Water Resources Specialist - Conservation Supplemental Questionnaire

- * 1. Each applicant must complete this supplemental questionnaire as part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?
- Yes No
- * 2. Do you possess a valid driver's license (equivalent to California Class A, B, or C)?
- Yes No
- * 3. I have graduated from a four-year college or university with major course work in the following:
- Natural Sciences
 - Physical Sciences
 - Environmental Engineering
 - Civil Engineering
 - Economics
 - Natural Resources Management
 - Urban or Regional Planning
 - Public Administration
 - Other / Closely Related Field
 - Do Not Possess 4-Year Degree
- * 4. Please indicate your years of progressively responsible water resources planning experience.
- No experience
 - Less than two years
 - 2 - 3 years
 - 3 - 4 years
 - 4 - 5 years
 - Over five years
- * 5. Describe how your background makes you the ideal candidate for the Water Resources Specialist at the Water Authority.
- * 6. Do you have experience in the following areas (please check all that apply):
- Water Conservation, Water-Efficient Technologies, and Landscape Sustainability Principles
 - Knowledge and Understanding of Codes, Standards, and Regulations Governing Water Use (e.g. Model Water Efficient Landscape Ordinance)
 - Designing, Implementing and Managing Water Conservation Programs
 - Identifying Grant Opportunities, Applying for Grants and Managing Grants
 - Managing Consultants
 - Using Water Conservation Databases and Evaluating Program Performance
 - Advocating for an Organization
 - Preparing and Delivering Presentations to Elected Officials and Members of the Public
 - Conducting Resources Planning
 - Conducting Financial Analysis
 - None of the Above
- * 7. Please describe your experience in at least three (3) of the areas listed above. Please clearly identify the three areas and be thorough in your response.
- * 8. **COMPUTER APPLICATIONS** Which of the following best describes your proficiency in using Microsoft Excel?
- I have no formal education or experience.
 - I have training using this software but no practical experience.
 - I use this software independently and extensively.
 - I have trained others so they can use this software and others consult me as an expert

for assistance.

- * 9. **COMPUTER APPLICATIONS** Which of the following best describes your proficiency in using Microsoft Power Point?
 - I have no formal education or experience.
 - I have training using this software but no practical experience.
 - I use this software independently and extensively.
 - I have trained others so they can use this software and others consult me as an expert for assistance.

- * 10. **COMPUTER APPLICATIONS** Which of the following best describes your proficiency in using Microsoft Word?
 - I have no formal education or experience.
 - I have training using this software but no practical experience.
 - I use this software independently and extensively.
 - I have trained others so they can use this software and others consult me as an expert for assistance.

- * 11. In order to be considered for this position, you must include your salary history on your employment application. Applications that do not include salary information will be considered incomplete. I understand that my salary information is required on my application.
 - Yes No

- * 12. **APPLICANT'S ACKNOWLEDGMENT - NOTIFICATION VIA ELECTRONIC MAIL (E-MAIL)** The San Diego County Water Authority Human Resources Division uses e-mail to notify applicants of important information relating to the status and processing of your application. We do so as part of our ongoing efforts to increase operational efficiency, promote the conservation of resources, and minimize delays and costs. Therefore, as an applicant, please ensure that the e-mail address and contact information you provide are current, secure, and readily accessible to you. Do not share e-mail addresses. Spam or other filters should be adjusted to accept our e-mails. **We will not be responsible in any way if you do not receive our e-mails** (i.e., for the non-delivery of e-mail or if you fail to check your e-mail inbox on a timely basis). Read any notices that we send carefully and in a timely manner. Follow further instructions, if any. We recommend that you print and keep hard copies of our notices for your records. **I acknowledge that I have read, understand, and agree to the above.**
 - Yes No

* Required Question