



City of Phoenix
WATER RESOURCES MANAGEMENT ADVISOR
(Non-classified)

JOB CODE 51330

Effective Date: Rev. 02/02

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to provide executive policy level advice and perform administrative work in maintaining active liaison with all organizations having water-related interests. The incumbent advises and ensures that the City Manager, Mayor and City Council are kept fully informed on all water policy matters. The employee works in the Office of the City Manager and is required to exercise extensive initiative and judgment, drawing on past experience and training for guidance, and must formulate recommended courses of action based upon research and information at hand on matters relating to all aspects of the City's Water Resources programs. Performance is evaluated by a review of reports submitted and results obtained, and through frequent conferences with the City Manager. The employee represents the City in meetings with top level officials of other cities, the State of Arizona, the Salt River Project, and federal officials.

ESSENTIAL FUNCTIONS:

- Briefs the City Manager on matters of concern and secures information required for proper action on such matters;
- Develops water resource policies and procedures;
- Prepares, edits, and reviews policies being proposed in connection with Water Resources;
- Reports to the City Manager on matters of significance in which water policy is actively involved, through oral and written reports;
- Provides liaison between the City and Federal, State, and local regulatory agencies;
- Provides liaison between the City and organizations representing the water related interests of agriculture, Native American groups, mining, and municipalities;
- Prepares drafts of or accumulates material to be included in policies to be developed;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;



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- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Arizona water laws, federal reclamation laws and regulations.
- History of water supplies for the Phoenix area, and the water supply requirements for future growth.
- Water quality regulations and familiarity with regulating agencies.
- Principles and practices of public administration, particularly municipal government.
- Public administrative research methods, techniques, and methods of report presentation.

Ability to:

- Conduct original research and to make sound administrative analyses relating to policy and management problems.
- Communicate verbally in the English language with customers, clients, and the public in face-to-face, one-to-one settings, in group settings and using a telephone, electronic mail, and other electronic media.
- Comprehend and make inferences from written material in the English language.
- Produce written documents in the English language with clearly organized thoughts with proper sentence construction, punctuation, and grammar.
- Work cooperatively with others.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid drivers' license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Performs other essential or marginal functions as assigned.

ACCEPTABLE EXPERIENCE AND TRAINING:



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Five or more years of high-level experience in water resource management, with responsibility for policy analysis and advice, plus a master's degree in a field related to water, environmental, or natural resource management. Two additional years of qualifying experience may be substituted for the master's degree, with a bachelor of science degree in a field related to water, environmental, or natural resource management. Other combinations of experience and education which meet the minimum requirements may be substituted.