



City of Phoenix

WATER RESOURCE SPECIALIST

JOB CODE 51380

Effective Date: 03/14

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to participate in the development, design and implementation of water supply strategies to achieve water resources and water conservation goals. The Water Resource Specialist is assigned to operate specific educational, technical or regulatory programs, and/or to conduct research and statistical analysis to determine effectiveness of selected water conservation or supply development measures. Work is performed under general direction and requires independent judgment. Performance is evaluated on the basis of reports submitted and results obtained.

ESSENTIAL FUNCTIONS:

- Develops and/or implements specific water demand management strategies or programs;
- Analyzes water use patterns and conducts studies and cost/benefit analyses for water demand management alternatives;
- Reviews City policies, procedures, and regulations affecting water use and recommends new or revised policies, procedures, and regulations to support water resource or conservation goals;
- Compile information and file the City's Annual Water Withdrawal and Use Report
- Interacts with professional and civic organizations and makes public presentations to groups of citizens or other professionals;
- Coordinates implementation of water management measures that would affect other City programs, policies, or ordinances;
- Produces written materials for City Council, other staff, news media, and the general public;
- Interacts regularly with professional and civic organizations and makes presentations to groups of citizens or other professionals;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- 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.



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Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of public administration.
- Principles of water rights and hydrology
- Principles and practices of water resources planning, water demand management and water conservation.
- Principles, techniques and practices of data collection and analysis.

Ability to:

- Communicate verbally with individuals and groups in face-to-face, one-on-one settings, in group settings, or using a telephone.
- Analyze, interpret, and report quantitative and qualitative data about research findings and program effectiveness.
- Operate a personal computer or other keyboard device.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Comprehend and make inferences from written material in the English language.
- Analyze, interpret, and report research findings.
- Work cooperatively and tactfully with other City employees and the public.
- Work independently and exercise good judgment.
- Present clear and concise information both verbally and in writing.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Two years of professional experience in resource management, planning, and a bachelor's degree in resource management, hydrology, geology, geography, or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.