



CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
WATER RESOURCE SPECIALIST

Pay Grade: 70 Pay Range: \$24.63 to \$34.49 per hour DOE/Q plus benefits
New employees usually start at beginning level of pay range; FLSA Status: Exempt – not eligible for overtime.

Qualifications: Experience equivalent to five years full time administrative support work in water resource management, including responsibility for research, analysis, program development and implementation, and public presentations; and/or a bachelor's degree from an accredited college or university with major course work in water resource management, business administration, public administration or closely related area. Must possess a valid Arizona Driver's License and pass pre-employment drug test and criminal background check.

Tasks: Responsible for the management of historical, current and future water service agreements; briefs, provides guidance and recommendations to City Council and city management on water matters; prepares comprehensive water resource annual reports for submission to Arizona Department of Water Resources and serves in a central role developing and providing information on water resource issues for both the City and public; responds to internal and external inquiries, provides information, researches problems and concerns, and initiates resolution; responsible for the development of information programs and resources; provides technical assistance to City departments to facilitate understanding of water resource regulations; secures approval for various elements of the Water Conservation Program, recommends City positions on proposed legislation affecting water resources and conservation, historical water practices, decisions and current issues; manages the Assured Water Supply program, evaluates current and future water policy management issues; reviews and recommends revisions to City policies and procedures on water resource issues; performs supervisory functions including employee evaluations, work distribution and management for the Water Conservation Coordinator; participates in the development and/or adjustment of water and wastewater utilities rates and fees; coordinates and implements Prescott AMA (Active Management Area) management plans; ensures compliance with current AMA-wide and statewide water regulations; responsible for water portfolio allocations and management of CVID (Chino Valley Irrigation District) IGA (intergovernmental agreement); responsible for updating the City Manager's office regarding current and proposed legislation and regulations regarding federal and state water and environmental issues, and administrative regulations affecting water resource management assignments; attends City Council meetings as required; reports on activities as requested by the City Manager, performs other duties, and oversees or accomplishes special projects as required.

Knowledges, Skills, and Other Characteristics:

- Knowledge of federal, state, and City rules, regulations, policies, procedures, codes, and ordinances related to water resource management.
Knowledge of modern and complex administrative support principles and practices.
Knowledge of the operations, functions and activities of municipal government.
Knowledge of current social, political and economic trends of municipal government as they relate to water resource management.
Knowledge of research and analytical reporting methods, techniques and procedures.
Knowledge of public relations/customer service methods, techniques, practices and procedures.
Skill in analyzing complex issues, and developing and implementing an appropriate response.
Skill in interpreting, understanding and following ordinances, regulations, standards, and guidelines.
Skill in written communications for administrative and technical purposes.
Skill in oral communication in one-on-one and group situations.
Skill in utilizing public relations techniques in responding to inquiries and complaints.
Skill in establishing and maintaining effective working relationships with state, federal, and other local officials, elected officials and City residents.
Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Ability to prepare and physically or orally present clear and concise administrative reports and develop appropriate recommendations.
Ability to effectively administer and provide leadership in coordinating and promoting water resource management programs and administrative activities.
Ability to establish and maintain effective working relationships with elected officials, department heads, employees and their representatives, business and professional groups and the general public.
Ability to use a variety of computer software programs including word processing and spreadsheets.

Physical and Mental Ability: Applicant must be free from mental disorders that would interfere with performance of duties as described. Must be physically able to effectively and safely operate required equipment and vehicles necessary in performance of required duties; must be able to lift 75 pounds.

Visual Ability: Must be able to see clearly, with correction if necessary, during both day and evening hours and in potentially adverse weather conditions and sufficient to effectively and safely operate required vehicles; read street/road signs, maps, and handwritten/typewritten material and perform required duties.

Hearing and Speaking Ability: Sufficient to clearly, concisely and effectively communicate in person and over the telephone and radio.

Deadline: Applications must be received by 5:00 p.m. October 16, 2009.

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303 or Email: personnel@cityofprescott.net, www.cityofprescott.net
(928) 777-1315 (928) 777-1347 (800) 748-6205 Fax: (928) 777-1213 TDD (928) 777-1100
EOE/M/F/V/H/D/NSE Posted: October 6, 2009

Craig McConnell
Deputy City Manager

Jolaine Jackson
Human Resources Director

MAJOR BENEFITS FOR FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.