



Title: Water Resources Planning Administrator

FLSA STATUS: Exempt from overtime under Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Planning and Engineering Manager.

MINIMUM QUALIFICATIONS:

- **Education:** Bachelor's degree in Engineering, Hydrology, Geology, Environmental Planning and/or Water Policy Law or related field. An equivalent combination of education and experience may substitute for the degree requirement.
- **Experience:** Minimum of five years related experience. Requires broad knowledge of groundwater and surface water resources, water law and rights, Federal and State regulations and policies, and water economics and production principles.
- **Licenses/Certifications/Special Requirements:** None Required

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting or in consulting to governmental agencies on water planning issues.
- Excellent written and oral communication skills.
- Arizona Registered Geologist or Professional Engineer License.

JOB SUMMARY:

The purpose of this position is to manage the City's water resources portfolio and energy planning activities. This is accomplished by advising City management on water resource issues, including regulatory trends, opportunities for resource acquisition, long-range water rights, and well location planning. In addition, the incumbent will represent the City in meetings and negotiations with outside agencies and organizations, as well as developers, and prepare monthly and annual reports and various applications and letters to regulatory agencies. The position is responsible for ensuring compliance with state and federal regulations, researching water resource issues, conducting policy analysis, preparing policy papers, briefings and memos, and researching grant opportunities.



City of Peoria

HUMAN RESOURCES

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages the City's water resources portfolio, including the Designation of Assured Water Supply, recharge and well programs.
2	Represents the City in meetings and negotiations with agencies, water organizations, and developers. Organizations may include ADWR, ADEQ, Arizona Municipal Water Users Association, WestCAPS, Arizona Power Authority, Salt River Project, Central Arizona Project, etc.
3	Advises City management on water resources issues, including regulatory trends, resource acquisitions, future costs, etc.
4	Provides water resources support to City departments such as Community Services, Engineering, Finance, and others.
5	Manages consultants on water resources projects and writes grant proposals.
6	Prepares reports to regulatory agencies such as ADWR and SRP.
7	Researches and pursues energy acquisition opportunities and manages related energy programs.
8	Assists the Planning and Engineering Manager with well planning and technical analysis. This may include siting studies, hydrogeological testing and land acquisition for future well sites.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X” The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X” The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.						
Office		Outdoors	Vehicle	X	Office and Field/ Plant/ Warehouse	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.		The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, vehicle.

PROTECTIVE EQUIPMENT REQUIRED:

None required.