

WATER RESOURCES PLANNER

DEFINITION

Under general supervision from the Water Resources Manager or other assigned management staff, plans and implements assigned water resources activities, including water conservation program development and oversight, integrated water supply planning, public outreach and education, grant administration, legislative analysis, and report preparation. Evaluates existing and proposed policies and programs, advocates on behalf of the City, and provides leadership and technical expertise to deliver safe, reliable water service to Hayward customers.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification allocated to the Water Resources Division of the Department of Public Works & Utilities. The incumbent is responsible for implementing water resources activities, including water conservation program development and oversight, integrated water resources planning, public outreach and education, grant administration, legislative analysis and report preparation. This position is distinguished from the Water Resources Manager by the latter position's overall responsibility for all aspects of the development and management of the City's water resources program.

SUPERVISION RECEIVED

Receives general supervision from the Water Resources Manager or other assigned management staff.

SUPERVISION EXERCISED

May exercise functional supervision over consultants and administrative support personnel.

ESSENTIAL DUTIES

Duties may include but are not limited to:

Implement water resources activities, including water conservation and water use efficiency programs.

Prepare technical analyses of water resources, including supply and demand projections and water supply allocations during droughts.

Prepare and submit reports and data requests to State and Regional entities.

ESSENTIAL DUTIES (continued)

Plan, research and prepare complex technical and administrative reports and recommendations on water resources planning issues.

Develop and maintain social media and website information and prepare outreach materials related to water resources.

Represent the City at regional water resources meetings.

Track and evaluate legislation and regulations as they pertain to water supply and prepare analyses and comments to address the City's interests.

Develop water supply assessments in compliance with California Water Code and any subsequent laws and regulations that integrate land use and water supply planning.

Assist in preparing and updating the Urban Water Management Plan and other plans and studies as assigned.

Prepare grant and loan applications for water supply projects and studies.

Coordinate the procurement of technical consultants, prepare and issue requests for proposals, participate in selection, and negotiation of professional services agreements.

Assist in preparing water resources programs goals and objectives.

Prepare City Council and Council Committee communications, reports and presentation materials.

Present information to various elected and appointed officials and community groups.

Champion the implementation of sustainable water resources programs and initiatives.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of excellent customer service.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Current methods, technologies, principles and practices of water resource planning, analysis, development and management.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of (continued):

Water conservation and water use efficiency programs.

Water project funding sources, grants and loans, and preparation of applications and administration.

Principles and practices of analytical research, project management and contract administration.

Techniques and principles of effective interpersonal communication.

Principles and methods of report writing and presentations.

Research methods and techniques.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Modern office practices, methods, and computer equipment, including relevant software programs such as word processing, spreadsheet, social media and data analysis programs.

Principles and practices of excellent customer service.

Arithmetic and basic mathematical calculations.

Ability to:

Implement water conservation and water use efficiency programs.

Prepare technical and informational reports, correspondence, and action plans.

Develop and maintain social media and website materials.

Analyze and interpret technical materials, financial reports and legal documents to make sound recommendations.

Work collaboratively with other staff members and outside entities to achieve common goals.

Operate a computer, including commonly used word processing, spreadsheet, social media and data analysis programs.

Prepare clear and concise written reports.

Develop and manage resources, budgets, and schedules.

Interpret, apply, and explain laws, rules, codes, and City policies and procedures.

Make sound decisions with solid problem-solving methods.

Establish and maintain effective working relationships.

Communicate clearly and concisely, both orally and in writing.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to (continued):

Operate and use modern office equipment and technology, including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

EXPERIENCE AND EDUCATION

Experience: Two (2) years of progressively responsible professional-level experience in planning or related administrative work. Experience in water or natural resources plan desirable.

Education: Possession of a Bachelor's degree from an accredited college or university with major coursework in natural resources management, urban or regional planning, public administration, public policy, or a closely related field. A Master's degree in a similar field is desirable.

Licenses and Certifications: Possession of a valid California Class C Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical ability: to work in a standard office environment and use standard office equipment and current software; safely drive to various locations through the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

T870 Water Resources Planner

March 2024

AAP GROUP: 5

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt