



CLASS SPECIFICATION
Water Resources Planner

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| FLSA Status: Exempt | Pay Grade: 20 |
| Last Date Revised: 09/05/2019 | Union: Yes |
| Reports To: Manager of Water Resources | |

GENERAL PURPOSE

Under general direction, provides project management to the planning of various District activities, such as water resources projects, water resources policy, Watermaster activities, groundwater production and cleanup projects. Includes drafting of planning documents, strategic planning participation, grants and loan management, preparation of reports and other documents, and other related duties as assigned. Actively coordinates with Department staff and assists other Departments to plan and implement water resources projects. This is a professional position responsible for performing project management assignments involving independent decision-making responsibilities and providing recommendations for updating District policies to support the best interests of the District. Requires comprehensive resource planning knowledge needed to perform or oversee water reliability studies, and ongoing coordination to support the implementation of new water resource projects.

DISTINGUISHING CHARACTERISTICS

This is a professional position responsible for complex project management assignments involving independent decision-making responsibilities, the use of judgment and initiative in recommending solutions to problems and providing recommendations to support the District's best interests. An incumbent is responsible for performing water resources assignments in planning, policy analysis, project management, budgeting, and interpreting technical data. Incumbents are responsible for initiating and implementing special projects. This position may be assigned to the District's Watermaster Department, Engineering Department, Water Resources Department, or Hydrogeology Department, but will work closely with all other Departments as directed to assist with planning efforts. The incumbent will also work with and closely interact with District stakeholders, including groundwater producers and members of outside organizations and agencies to ensure internal and external collaboration and communication of planning efforts.

Senior Water Resources Planner is distinguished from Water Resources Planner in that incumbents in the former class are responsible for higher and more complex levels of planning, managing, overseeing, and evaluating assigned projects and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

This position performs a variety of complex professional work in planning, research, and/or operations associated with the mission and responsibilities of WRD. The Water Resources Planner initiates and oversees the implementation of special projects, as assigned; and provides functional oversight to technical or support staff engaged in project activities.

1. Participate in the development, implementation, and coordination of assigned planning programs and projects; coordinate with internal staff and outside groups and agencies; participate in the development of related District policies and procedures; assist employees and external parties with water resource related questions.
2. Develop and participate in the preparation of complex planning programs, studies and reports related to current and long-range water resources planning, groundwater demand forecasting, optimization of use of producer's groundwater rights; establish the scope, schedule and budget for resources planning studies, projects and programs; negotiate, support the administration of contracts; review work products for compliance with District policies and standards.
3. Support organizational water management, water resource planning and/or water resource development activities, such as participating in the Water Independence Now, Water Independence for All, Well Construction and Rehabilitation Loan Program, Watermaster Initiatives, and external activities such as the Integrated Regional Water Management Resources efforts. Goals of the planning efforts are to implement cost effective groundwater reliability solutions for the District and its stakeholders.
4. Track grant and loan opportunities and determine if the District is eligible to apply; coordinate with appropriate departments to collect necessary information and submit an application to the issuing agency. Manage or oversee grant and loan compliance requirements upon successful award, submitting all information in an accurate and timely manner.
5. Coordinate and plan water resources projects, groundwater cleanup projects, and other projects or programs as directed.
6. Develop and maintain professional working relationships with District's stakeholders to ensure accurate exchange of information and understanding of stakeholder needs.
7. Provide analyses and interpretation of water resources data using available tools such as GIS or other statistical techniques. Develop descriptive charts, figures, maps, and tables in support of communicating water resources issues.

8. Support the development of capital project budgets as part of the District's 5-Year Capital Improvement Plan to develop new water resource projects in close coordination with other District departments.
9. If assigned to Watermaster Department, assist in the administration of all Watermaster duties, including but not limited to tracking monthly pumping, leases, sales, and storage applications and projects; preparation of annual Watermaster reports and regular association and Water Rights Panel meetings; strong knowledge of governing Judgments and Watermaster Rules; developing tools and technologies to improve pumper and District data submittals, storage, and reporting; developing budgets and invoicing rights holders; providing assistance and mentoring to junior staff; and other duties as assigned.
10. Professionally represent the District at local, state and federal stakeholder and professional group meetings and industry organizations.
11. Prepare staff reports for Board and committee meeting agenda packets and make presentations to the Board and committees for recommended water resource policies and programs.

OTHER DUTIES

1. Perform special projects as assigned.
2. Manage consultants and contracts as needed to facilitate planning level studies and work such as, but not limited to: feasibility studies, master plans, environmental impact reports, economic analysis, water supply plans, strategic planning documents and grant management.
3. Serve as a representative of WRD on several external panels, conferences, steering committees, working groups and regional planning stakeholder working groups.
4. Develop and maintain positive working relationships with key WRD stakeholders such as Metropolitan Water District (MWD), Los Angeles Department of Water and Power (LADWP), Los Angeles County Sanitation Districts (LACSD), Long Beach Water Department (LBWD) and others throughout the region.
5. Develop, implement and manage new programs and projects to serve WRD's diverse pumping community and have a passion for innovation and creative solutions.

QUALIFICATIONS

The ideal candidate for this position is self-motivated to develop the necessary strategies and approaches to accomplish the tasks at-hand. This person should have the ability to prioritize and carry out their duties with minimal supervision and direction. The position requires extensive independent judgment and discretion.

The Water Resources Planner should have proficient organizational and interpersonal capabilities. Excellent written and oral communication skills are a must as are proofreading and editing skills. This person should also possess a proficiency in the

use of computer programs including MS Word, Excel, Access, PowerPoint, and In-Design. Familiarity with database and GIS applications is also desirable, but not required.

The candidate should possess project management skills and the ability to resolve complex problems and issues. At times, the responsibilities of this position will require working under pressure to meet deadlines. Accordingly, the candidate should be willing to work flexible hours and travel when required.

Knowledge of:

1. High level water resource planning requirements, with the ability to manage complex technical issues to support the development of water resource projects.
2. Rules and regulations applicable to the position, which may include WRD Water Code, Central and West Coast Basin Judgments, Watermaster Rules, and other local, state and federal regulations and rules related to water resources planning efforts being contemplated by the District.
3. Key agencies in the Los Angeles County basin and their functions as it pertains to water supplies and future water supply planning.

Ability to:

1. Analyze, synthesize and communicate complex technical issues and policy issues to a variety of audiences.
2. Prepare clear, comprehensive, and persuasive oral and written reports.
3. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
4. Perform quantitative and qualitative analysis and prepare recommendations.
5. Plan, organize and manage a full range of projects and programs.
6. Apply sound, creative problem-solving techniques to resolve difficult program issues and problems.
7. Understand, interpret, explain and apply laws, regulations, ordinances and policies applicable to program responsibilities.
8. Communicate clearly and effectively, orally and in writing.
9. Establish and maintain effective working relationships with District management, staff, and representatives of other agencies; external stakeholders, the public and others encountered in the course of work.
10. Represent the District effectively in contacts with other governmental agencies, contractors, professional groups, member agencies, the public, and others contacted in the course of work.

Education, Training and Experience:

Any combination of education and experience that would likely provide the required knowledge, skills and abilities may be qualifying. A typical way to obtain this is:

1. Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, environmental planning, water resource engineering, natural sciences, public administration, or related field. A Master's degree is preferred.
2. Five years of increasingly responsible experience in the analysis and development of water resources policies and programs working with public agencies preferred, with four years of project management required.
3. Knowledge of water resource planning, with the ability to manage complex technical studies to support the development of water resource projects.
4. Skills necessary to supervise, plan, direct, review and evaluate the work of assigned staff.
5. Ability to communicate effectively, both orally and in writing. Strong writing skills required.
6. At least four years of progressively responsible experience in the field of water resources, or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit behind a desk and work on a computer for long periods of time; talk and hear, both in person and by telephone; use hands to finger, handle, feel objects or controls; and reach with hands and arms.

Specific vision abilities required by this job include close and distant vision, color vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple, concurrent tasks;

work with constant interruptions and interact with District management, staff, external stakeholders, representatives of other agencies, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions. Incumbents are occasionally required to work in outside conditions, working around moving mechanical parts and equipment and traffic, and exposed to hot, cold, wet and/or humid conditions, biological hazards, the risk of electrical shock and loud or prolonged noise levels.