

WATER RESOURCES COORDINATOR

MAJOR FUNCTION

This is an administrative position, in a technical and legalistic environment, whose purpose is to review, analyze, prepare, communicate and coordinate appropriate comments, responses, proposals to address significant water related issues on a local, regional and state level, for the purpose of preserving, protecting and enhancing the County's water resources.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Identifies and evaluates significant water related issues, including proposed legislative actions on the state and regional level, formulates recommended positions and responses on behalf of the County, develops and maintains a process to ensure appropriate review and coordination of responses among County Departments.
- Prepares and submits to Administration legislative issues papers and proposals concerning water-related issues.
- Communicates and coordinates with water management districts on issues related to permit applications, regional water supply assessments and regional water supply plans; assists in preparing responses and recommendations in cooperation with the Department Director and County Attorney as appropriate, on behalf of the County.
- Establishes and maintains an effective system of communications with appropriate Departments on potable and other significant water resource-related issues.
- Plans and coordinates local long-range water supply and resource management planning efforts; coordinates these efforts with other County Departments and water management districts; prepares reports and recommendations.
- Identifies, researches and analyzes complex water resource issues including but not limited to those related to urban and agricultural land uses, and groundwater and springs protection prescribes and recommends policies, programs and projects regarding management and protection; prepares draft resolution and ordinance language as necessary.
- Performs independent work in the development of recommendations.
- Coordinates and serves on internal and inter-departmental project teams and committees.
- As they related to water resources, reviews significant development proposals for conformity with principles of good planning and land-use practices and for compliance with development regulations. Conducts on-site evaluations of areas proposed for development.
- Assist Boards, Commissions, and committees, prepares agendas and makes presentations concerning potable and other water related issues.

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SECONDARY FUNCTIONS

- Prepare, in cooperation with the Department Director and Purchasing Department, develop requests for qualifications, scopes of work and contract language when contracted services are required to help carry out essential responsibilities
- Prepare grant applications and negotiate, in cooperation with the Department Director and County Attorney, inter-local agreements with water management districts and other agencies to secure funding to implement programs and project related to essential responsibilities.
- Interact with the public, local units of government and media on water resource-related issues.
- Prepares progress and activity reports.
- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone and or by email contact.

SUPERVISION

Often functions as a lead worker in small and large groups of employees. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments. Provides work direction.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Degree in Planning, Public Administration, or a related field; and a minimum of two years related experience; or equivalent combination of education and experience.

Licenses

Possession of a valid Florida Drivers License.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills, and ability required.

Language Skills

- Ability to read, analyze, and interpret complex documents.

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- Ability to respond effectively to the sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.

Mathematical Skills

- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.
- Ability to apply mathematical operations to such tasks as frequency distribution of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Problem Solving Abilities

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Functions independently as an expert in matters of specialized code, rules, policy, analyses, or complex scientific or technical systems.

Specialized Skills and Abilities

- Ability to research proposed and new legislation and determine the effects or potential effects to Marion County.
- General knowledge of County codes.
- Ability to effectively plan, organize, supervise, and perform research projects.
- Ability to analyze data, including use of GIS.
- Strong organizational skills. Ability to prioritize tasks and meet multiple deadlines.
- Ability to read and interpret legal descriptions, maps, aerial photography and site plans.
- Ability to communicate tactfully and effectively with associates, subordinates, public officials, representatives of other agencies, and members of the general public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than

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individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a vehicle, computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, stoop, kneel, crouch, or crawl, and to lift up to 50 pounds; will regularly be required to sit, use hands to finger, or feel, climb or balance, and to lift up to 25 pounds; and will frequently be required to talk or hear. Vision requirements are close and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to fumes or airborne particles and outdoor weather conditions. The typical noise level for this environment is moderate.

Established: 12/02

Pay Grade: 19

Job Description Number: 2026

Category: 2

Status: E

Revised: 04/2009