

RESOURCE SPECIALIST

Definition/Summary

Under administrative direction, the Resource Specialist's primary role is to assist in administering groundwater banking programs; administering surface water supply activities; and implementing Board policies and programs. The Resource Specialist's secondary role is to assist in administering the RWQCB Irrigated Lands Regulatory Programs and implementing and administering Districts' Sustainable Groundwater Management Act programs.

Primary Duties

- Assists with various contract and supplemental water supply activities;
- Coordinates Districts groundwater banking;
- Write technical documents as required;
- Monitor water supplies and identify opportunities to increase water supply
- Assists with water demand projections
- Communicate with other water agencies regarding water supply availability
- Input, maintain, and present data in an organized, logical fashion;
- Establish and maintain cooperative working relationships with co-workers, the Board, outside agencies, landowners, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;

Secondary Duties

- Assists in implementation and administration of Irrigated Lands Regulatory Program (ILRP);
- Assists in implementation and administration of Sustainable Groundwater Management Act (SGMA) programs;
- Read and digest technical documents;
- Conducts analytical studies as directed;
- Performs related duties as assigned;
- Identifies opportunities for increasing process efficiency.

Job Standards/Specifications

Knowledge of - Required:

- Research and evaluation methods;
- Budgeting principles and practices;
- Methods of formatting data for entry into a computer system;
- Office methods, equipment, and procedures.

Knowledge of - Desired:

- State Water Project

- Delta Conveyance Project
- Water conveyance in California
- Regulatory programs such as SGMA and ILRP
- Laws, rules, ordinances, and legislative processes controlling District functions, programs, and operations;
- Organization, operations, and problems of special districts;

Ability to:

- Learn technical information and skills very quickly;
- Collect, organize, and analyze data on a variety of topics;
- Prepare concise and comprehensive reports;
- Communicate well during public presentations;
- Evaluate and make recommendations on improvements to existing District operations, programs, and services.

Typical Physical Activities

- Work at a desk for an extended period of time;
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment;
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment;
- Regularly use a telephone for communication;
- Use office equipment such as computers, copiers, and fax machines;
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun;
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Required Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Experience: Work experience that included data manipulation and management, process improvement, communication, and implementing policies and programs, or other technical work with at least five years of experience, in a private company or public agency.

Education: Bachelor's degree from an accredited college or university with major coursework in engineering, geology, business administration, public information, or related fields.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.