



POSITION DESCRIPTION AND QUALIFICATIONS

Water Resources Coordinator

Grade: Market

Reports to: Water Engineering Director

Classification: Non-Exempt

GENERAL STATEMENT OF CLASS

The Water Resources Coordinator performs a wide variety of water management-oriented tasks with emphasis on water demand forecasting, long-term water supply planning, water conservation and water rights management.

ESSENTIAL DUTIES

Responsible for developing water management and conservation programs; Assists in long-range resource planning efforts; Develops and implements plans and programs to enhance resource conservation and water management objectives for Medford Water Commission and partner agencies, Manages water rights portfolio and regulatory reporting requirements. Active Communication and Respectfulness of co-workers and the public are skills required for this position, as are incorporating Medford Water Commission Values into daily activities.

EXAMPLES OF WORK *(Illustrative Only)*

- 1) Communicates effectively with the general public, staff, and the Board of Water Commissioners
- 2) Presents technical and educational programs to schools, organizations, and the general public
- 3) Assists management in reviewing Local, State and Federal water management developments
- 4) Coordinates compliance with State mandated conservation planning requirements
- 5) Participates in community and regional committees addressing long-term planning and resource management issues
- 6) Tracks and manages water rights and permit conditions
- 7) Custodians of Water Management and Conservation Plan
- 8) Assist in supporting Emergency Action Plan
- 9) Participate in land development and irrigation reviews with City of Medford
- 10) Organize and staff booths at related public events, assists with annual tours
- 11) Assists in overseeing compliance with AWWA M36 requirements
- 12) Other related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of water related issues; Skilled in written and oral communications; Proficient in computer programs like Microsoft Office Suite; Ability to organize, coordinate, and implement complex programs; Ability to use sound independent judgment and to accept responsibility; Ability to get along well with others and speak effectively in public; Ability to work both independently or as a team member on projects and programs.



POSITION DESCRIPTION AND QUALIFICATIONS

Water Resources Coordinator

Grade: Market

Reports to: Water Engineering Director

Classification: Non-Exempt

COMPETENCIES

Technical Capacity, Attention to Detail, Communication, Collaboration/Teamwork, Time Management, Leadership and Ethical Practice

TRAINING, EXPERIENCE, AND LICENSING REQUIRED

Completion of (4) years of college with a Bachelors of Science degree; three or more years of experience in a water related capacity position; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position such as those listed above; Valid Oregon Driver's License and acceptable driving record.

PHYSICAL REQUIREMENTS

Positions in this class typically require: repetitive motions, reaching, standing, walking, fingering, grasping, talking, hearing and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or an eligible amount of force constantly to move objects. Work duties are both inside and outside; Ability for continuous walking and/or with short bursts of running, while working outdoors.