



CLASS SPECIFICATION

Class Code: 60000723
Date Established: 02/1995
Last Reviewed: 01/2022
Last Revised: 01/2022
Last Title Change:
FLSA: Exempt
Probation: 12 months

WATER MANAGEMENT PLANNER

DEFINITION

Under general direction, plans, coordinates, and formulates a Regional Water Management Plan; prepares related plans and documents; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in Civil Engineering, Ecology, Environmental or Natural Resource Planning, Hydrology, Hydrogeology, Geology or a closely related field and four years of full-time planning experience which included experience in two or more of the following areas: water management, water quality, water supply, flood control and storm drainage, water related natural resources, or natural systems management; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the journey level professional planning class. This class is distinguished from other planning classes by the assignment of specialized responsibilities for working with the Regional Water Management Plan and water planning agencies.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Prepare Regional Water Management Plan(s) which may include elements related to water quality, water supply, flood control and storm drainage, natural resources, and systems management.

Assist boards and commissions (e.g. Board of County Commissioners, Regional Water Quality Control Board, Water Planning Commission, etc.) public agencies, and/or private entities with achieving County and/or program goals for water quality, supply, and flood protection.

Prepare individual or multiple hydrographic basin plans, using a geographic information system modeling program to provide detailed information on water issues and to supplement and clarify issues.

Prepare annual reports summarizing water management and/or planning activities.

Prepare five-year action plans proposing objectives, facilities, and finances required to achieve proposed objectives and justify recommendations.

Review documents and/or plans and accompanying information prepared by other organizations with the aim of coordinating water management development and assessing project feasibility and compliance with the Regional Water Management Plan.

Provide information to staff responsible for developing and maintaining databases/computer models regarding regional and local water planning and management.

Prepare reports and visual aids related to the Regional Water Management Plan, or related components.

Make presentations before governing boards and commissions, advisory boards, groups, and agencies.

Answer inquiries from the public, developers, and interested agencies on water management planning issues and functions.

Plan, design, produce, and coordinate distribution of outreach material (e.g. brochures, letters, reports, presentations, FAQ sheets, web content, etc.) appropriate to the intended audience.

Serve as a team member or team leader on projects managed by or affecting stakeholder agencies (e.g. Department of Community Development, Washoe County Health District, Regional Water Management Agency, Truckee Meadows Water Authority, etc.) to provide expertise and ensure adherence to the Regional Water Management Plan.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Factors and features (e.g. geography, topography, and/or land use) and other entities pertinent to water management planning for Washoe County and the Truckee Meadows region.

Departmental/division policies and procedures.

Pertinent Federal, State, and local codes, regulations, ordinances, and regional planning policies related to the Washoe County Development Code, Comprehensive Plan, Area Plans, and Capital Improvement Programs.

Pertinent local, State, and Federal legislation impacting water management planning, water quality standards, and hazardous materials use, storage, disposal, and treatment for the region.

Planned development and projected growth in Washoe County that affects water management planning.

Computer software specific to the department/division.

Principles and practices of planning and project review.

Ability to:

Design and implement long-range water management plans and studies.

Draft ordinances or policies to implement adopted water management plans.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and practices of regional water management, remediation management, or hazardous waste management.

Geographic information systems and software.

Surface and groundwater hydrology.

Systems dynamics modeling, surface water modeling, ground water modeling, and other analytical techniques pertinent to water resource development and/or management.

Surface and groundwater quality assessment techniques.

Principles, practices, techniques, and purposes of planning (e.g. land use, water management, or remediation management) and the socio-economic implications.

Techniques of data collection, evaluation, and presentation.

Functions and responsibilities of a public planning agency.

Ability to:

Prepare data, plans, and maps for reports and presentations.

Prepare water management planning or remediation management studies and reports.

Interpret and apply water management, remediation management, water quality, and/or hazardous materials codes, regulations, policies, specifications, and other technical materials.

Communicate effectively, both orally and in writing.

Conduct research, document findings, and write narrative reports.

Work effectively as a member of a multi-disciplinary team, which may include participants from multiple stakeholder agencies.

Maintain effective working relationships with the general public, department staff, elected and appointed officials, developers, and representatives of other departments and agencies.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, telephone, and FAX machine.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.