



CLASS SPECIFICATION

Class Code: 3035
Date Est: 03/2001
Last Rev: 10/2019
Last Title Chg:
FLSA: exempt
Probation: 12 months

WATER MANAGEMENT PLANNER COORDINATOR

DEFINITION

Under general supervision, organizes and manages Washoe County's water rights associated with Utility functions and Washoe County Development; and performs related duties 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 closely related field AND four years of full-time experience managing water rights in accordance with Title 48 of NRS, including acquisition, dedication, maintenance and/or transfer of water rights to also include two years full-time planning experience which includes 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.

SUPERVISION EXERCISED

May exercise direct supervision over assigned staff.

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

Administer all water rights regulations and requirements in accordance with federal, state and Washoe County development code regulations and laws; develop and implement water planning policies.

Manage, administer and maintain Washoe County's water rights and regional water rights permits and certificates associated with the Truckee River Operating Agreement and Water Quality Settlement Agreement.

Conduct research of water rights agreements, legal chains of title, and ownership status for water rights using Washoe County Assessor, Washoe County Recorder, State Engineer, Federal Water Master records and other pertinent documents relevant to the dedication of water rights.

Project review and conditioning of subdivision maps, parcel maps, commercial and industrial projects, Master Plan and land use changes as they relate to water rights and Washoe County development code.

Participate in meetings related to newly proposed development projects in Washoe County, comment and impose conditions for project approval, including building permits, in accordance with Washoe County Development Code and Area Plans.

Provide expert opinions on water rights and related matters at meetings of the Washoe County Commission, Western Regional Water Commission, Northern Nevada Water Planning Commission, the Nevada Legislature, Citizens Advisory Boards and the development community.

Act as Washoe County's liaison to the State of Nevada Water Engineer; contribute to, and review, proposed legislative items for Washoe County to ensure alignment of policies and compliance with federal and state requirements.

Participate in countywide water planning issues by providing resource analysis, updates to the development code and area plans, and input related to administrative hearings, protests, and general establishment of planning policy.

Develop agendas, staff reports and presentation materials for public meetings; make oral presentations at public meetings to various boards and commissions on water related subjects; respond to developer enquiries related to water rights; review building permits and planning applications for water rights requirements.

Provide leadership and expertise in addressing land-use planning projects, which encompass water issues; provide assistance to staff in developing and maintaining records and databases.

Prepare, revise and/or update Regional Water Management Plan(s) relating to water quality and supply, flood control and storm drainage, natural resources and systems management elements; develop requests for proposals, select consultants, develop professional service contracts and make presentation to various boards and commissions for approval of professional service contracts.

Review plans and documents from other organizations; coordinate water management development, assess project feasibility and ensure compliance with the Regional Water Management Plan.

Prepare and deliver various presentations to the Western Regional Water Commission, Northern Nevada Water Planning Commission and other governing and advisory boards or agencies; review and evaluate proposed legislative bills, testify before legislative committees and represent Washoe County and the Western Regional Water Commission at the Nevada Legislature on water-specific legislation as needed; assist various boards, commissions, agencies and private entities to achieve regional goals for water quality, supply and flood protection.

Develop, manage and administer contract expenditures from the Regional Water Management Fund.

Collaboratively work with, and actively assist, other departments and divisions within Washoe County.

Respond to inquiries from the public, developers and interested agencies on water management planning and water rights issues.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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

Knowledge of:

Management information systems and software specific to assigned responsibilities and knowledge areas.

Specific technical terminology used in assigned areas.

Computer software (Microsoft Office, ESRI ArcMap) specific to the department, including basic knowledge of GIS software.

Washoe County and departmental policies and procedures including procurement and contracting for services.

Planned development and projected growth in Washoe County.

Ability to:

Evaluate work priorities, procedures and processes to determine their effectiveness and efficiency.

Draft, complete and record documents for water rights transfers, deeds and agreements.

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

Draft ordinances or policies to implement adopted water management plans.

Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Interact effectively with the public and county personnel to provide required service.

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

Knowledge of:

Principles and procedures involved with the establishment of water rights.

Principles and practices of water management planning.

Geography, topography and Geographic Information Systems pertinent to water management planning.

Legal principles, practices and terminology related to assigned responsibilities.

Techniques of data collection, evaluation and presentation.

Functions and responsibilities of other agencies concerned with water rights.

Meeting facilitation and group processes.

Local, state, and federal laws and regulations affecting, water rights, water management planning, Washoe County Development Code, Comprehensive Planning, area plans and capital improvement programs.

Planning and building project review principles and practices.

Ability to:

Read, understand and participate in the preparation of legal descriptions of water rights, real property, easements and water rights maps.

Compile and present information and data in reports, plans and maps.

Maintain and modify water rights records systems to ensure optimum operational efficiency.

Prepare water management planning studies.

Prepare and deliver presentations.

Advise the public on complex water related issues.

Interpret and comply with policies and procedures, laws, and regulations affecting water management planning.

Operate office and unique departmental/division equipment.

Communicate effectively, both verbally and in writing.

Establish and maintain effective and cooperative work relationships with the public, agencies, developers, elected and appointed officials and County departments.

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

Ability to sit, stand, and walk for extended periods. Ability to lift and move objects weighing up to 25 lbs.

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