

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Ventura River Watershed Coordinator
CLASSIFICATION: Non-Exempt, part-time, at will
REPORTS TO: Public Affairs/Water Resources Manager
SALARY LEVEL: \$40.06 per hour
DATE: August 15, 2017

Definition

The Ventura River Watershed Coordinator position is a part-time, non-exempt, at will position that will work on average 24 hours per week of which 12 hours will be for Ventura River Watershed Coordination and 12 hours will be for water conservation activities for Casitas. The work priorities for the position will be divided between the Ventura River Watershed Council and its watershed management planning goals, and Casitas' Water Conservation Department's water conservation goals. The position will work closely with the Ventura River Watershed Council, its Leadership Committee, and its Leadership Executive Committee regarding feedback on work priorities related to the 12 hours per week for watershed coordination.

Essential Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Specific duties include but are not limited to the following:

- Seek funding for watershed planning, coordination, and implementation from local stakeholders in the watershed, grant writing, or other fundraising efforts
- Ensure open and accurate sharing of information among the Ventura River Watershed Council Members and other stakeholders in the furtherance of public outreach and education objectives to include scheduling, planning, and facilitating six Ventura River Watershed Council meetings each year
- Facilitate collaboration and communication through meetings and other communication forums between various agencies, entities, groups, and individuals with interest in management of natural resources within the watershed including environmental justice communities, tribes, public agencies, and non-profits

- Manage the Ventura River Watershed Council website and e-news distribution list including sending out 12 e-newsletters or e-blasts per year and updating the website as needed.
- Coordinate with the Integrated Regional Water Management (IRWM) planning process and share information about ongoing IRWM activities and projects including coordination with the Watersheds Coalition of Ventura County (WCVC) and its active members.
- Facilitate coordinated project/program planning, prioritization, and funding recommendations for projects/programs in the Ventura River Watershed.
- Facilitate stakeholder engagement in watershed, sub-watershed, regional, state and federal planning efforts including in-stream flow studies, basin studies, general plan updates, groundwater sustainability plans, updates to the Ventura River Watershed Management Plan, etc.
- Represent broad interests of Ventura River Watershed stakeholders at meetings including grant funding workshops, county workshops, city meetings, water/groundwater agency meetings, Technical Advisory Group meetings, funding committee meetings, etc.
- Report and measure performance milestones
- Affirm or facilitate watershed assessments of plan goals, reports, studies, and current versus desired conditions
- Assist with Casitas with implementation of water conservation programs such as the turf removal program, water waste enforcement, water conservation audits/surveys, and rebate programs
- Assist Casitas with water conservation planning such as collecting data for water management plans
- Assist Casitas with water conservation outreach activities including publications, social media, website, workshops, and events

Knowledge, Skills, and Abilities

- General knowledge of watershed, riparian and wetland ecological processes and protection/restoration principles – specifically hydrology, water budgets, erosion, floodplain management, storm water runoff, and native riparian and wetland plant and animal communities, ideally in the Ventura River watershed.
- Knowledge of local planning efforts including the Ventura River Watershed Management Plan.
- Knowledge of recreational planning and public outreach methods is desirable
- Ability to facilitate conversations among a diverse group of stakeholders
- Excellent writing, presentation, and public relations skills including experience communicating with the public and media
- Knowledge of general water conservation principles and practices

Education and Experience: Any combination of education and experience that would likely provide the necessary knowledge, skills, and abilities, is qualifying. A typical way to obtain the knowledge, skills, and abilities required would be:

Equivalent to the completion of a four year degree and five years of experience in natural resource planning in the topic areas of hydrology, geology, soil science, watershed science, ecology, biology, environmental sciences, planning, water quality protection, water supply, water conservation, and/or riparian habitat restoration.

Experience with watershed assessments and watershed management plans

Experience using the Microsoft Office software suite, web browsers, database management software, and understanding of geographic information systems (GIS) and their use in watershed planning

Experience engaging, collaborating with, building consensus in, and providing leadership for diverse groups and stakeholders, including private landowners, farmers, government agencies, non-profits, and researchers

Experience writing grant proposals and managing grants

Experience developing, directing, and managing multiple projects, including multi-organizational projects, and delivering products and results in a timely fashion

Certificates, Licenses, and Registrations: Possession of or demonstrated ability to obtain a water use efficiency practitioner certificate, grade 1 from the American Water Works Association is desirable.

Work Environment or Environmental Elements:

- Frequent travel around the watershed, and periodic night and weekend work
- Normal work schedule to include three eight hour days per week to occur on weekdays
- Office environment, community facilities or vehicle driving

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand; walk; sit; reach with hands

and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift, carry, push, and pull up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job
- Acceptable driving record consistent with the standards established by the District
- Participation in job training or professional development programs
- Provide own transportation and personal automobile insurance

Working Conditions:

Periodic evening and weekend work. Normal work schedule will include three eight hour days per week on weekdays. No more than 29 hours of work may be scheduled per week. No more than 24 hours per week on average may be scheduled.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. Management reserves the right to add, modify, change or rescind the tasks and/or duties and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Employee Signature

Date