

**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

<b>JOB TITLE:</b>	<b>ACCOUNTANT</b>		
<b>DEPARTMENT:</b>	<b>FINANCE</b>	<b>SUPERVISOR:</b>	<b>ACCOUNTING MANAGER</b>
<b>STATUS:</b>	<b>NON-EXEMPT</b>		
<b>SALARY GRADE:</b>	<b>R8</b>		

**Position Summary:**

Under general supervision, performs a wide variety of professional level accounting duties and responsibilities involved in the recording and reporting of financial transactions, preparation and review of accounts receivable, payable and payroll records, and may assist in the preparation of financial report statements and special financial analyses. The Accountant position is distinguished from Senior Accountant in that incumbents in the latter class perform more complex accounting transactions and analyses and work on accounting issues of greater significance and impact to the operation and management of the District.

**Duties and Responsibilities (Essential Functions):**

- Maintains worksheets of financial transactions; prepares journal entries for posting to general ledger; reconciles trustee cash activities to the general ledger.
- Maintains and updates daily cash flow activity with cash receipts, investment transactions and disbursements.
- Process full-cycle accounts payable and receivable including reconciliation.
- Process payroll including federal and state tax reporting; accrual, reconciliation and disbursement of fringe benefits.
- Issues W2's and 1099's
- Compiles complete and accurate financial reports; verifies and tests financial data; may be a back-up to prepare interim financial statements and reports for management staff, Board of Directors, regulatory agencies and financial institutions.
- Audits and reconciles daily cash receipts to bank transactions and accounts payable documents.
- Coordinates the repayment of utility debts and lease obligations in accordance with bond covenants and other legal requirements.
- Maintains fixed assets ledger and files; processes water billing invoices and reconciles billing to general ledger.
- Acts as Alternate Deputy Treasurer in absence of Treasurer or Deputy Treasurer.
- Balance, replenish and reconcile petty cash.
- Assist in the preparation of year-end audit lead schedules.
- Performs other duties and responsibilities as directed.

**Qualifications (Knowledge, Skills and Abilities):**

**Knowledge of:**

- Generally accepted accounting principles and procedures and their application to a variety of accounting transactions and problems.

- General fund and cash management principles and procedures.
- Principles of financial reporting and account classification.
- Pertinent Federal and State regulations related to fiscal reporting.
- Automated financial management systems.
- Modern office methods, practices, procedures and equipment.
- District policies and procedures.

**Ability to:**

- Apply accounting principles to financial and accounting transactions.
- Prepare, examine and verify financial statements reports and analyses.
- Communicate clearly and concisely, both orally and in writing.
- Establish timelines and organize work to meet deadlines.
- Work on various projects simultaneously with *frequent interruptions*.
- Operate computer and use financial and management information system software, i.e. Microsoft Word, Excel and Access.
- Make accurate arithmetic calculations.
- Pay attention to detail.
- Establish and maintain cooperative working relationships with co-worker, outside agencies and the public.

**Education and Experience:**

Graduation from a four-year college or university with major coursework in Accounting or a closely related field is strongly encouraged and three years of professional level accounting responsibilities. The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record, as position occasionally requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

<b>JOB TITLE:</b>	<b>ACCOUNTING MANAGER</b>		
<b>DEPARTMENT:</b>	<b>FINANCE/ IS</b>	<b>SUPERVISOR:</b>	<b>GENERAL MANAGER</b>
<b>STATUS:</b>	<b>EXEMPT</b>		
<b>SALARY GRADE:</b>	<b>R15</b>		

**Position Summary:**

Under general direction, plans, organizes and directs the finance, accounting and treasurer functions of the District; responsible for administration of general accounting and revenue functions, general auditing, budgeting and supervises assigned accounting staff; oversees and participates in performing professional accounting duties in the analysis, preparation and maintenance of financial records, reports, fixed assets; direct oversight of accounts payable, accounts receivable, payroll and general ledger functions; supervises the preparation of monthly water bills to member agencies and prepares the monthly financial statements; assists in preparation of the District's annual budget and works with staff and departments to resolve accounting and reporting issues; performs complex accounting functions, invests District funds, and performs other related responsibilities as required. Requires an understanding of the application of current and proposed Governmental Accounting and Auditing Standards and the District's account and financial reporting structure. Oversees all IT plans and purchases. Supervises Finance and IT staff.

**Duties and Responsibilities (Essential Functions):**

**Accounting and Finance:**

- Plans, organizes, directs, and manages District's financial, accounting and related activities.
- Develops and recommends fiscal and accounting policies and procedures.
- Directs the collection of revenues and the disbursement of funds.
- Supervises and reviews the accounting, payroll, payroll tax reports and internal audit activities.
- Supervises, participates in and reviews the work of accounting staff preparing and processing monthly journal entries for project funds, grants, investment accounts, expenditure reclassifications and other special purposes.
- Reviews entries for accuracy and reasonableness; answers staff and department questions about appropriate accounts for charging of expenses; analyzes and verifies account reconciliations and performs the more difficult and complex reconciliations.
- Prepares the standard monthly and annual financial statements, schedules and footnotes; reviews budget to actual variances and develops analyses of operating and capital improvements program accounts.
- Obtains financial information and prepares timely periodic and special reports as required by law or requested by the Board of Directors or other departments.
- Prepares the department's annual operating budget.
- Coordinates external audits of District financial records and serves as day-to-day contact with auditors.
- Drafts correspondence, memos and special reports; provides information and assistance to departments on accounting and financial reporting issues.

- Maintains a competent and motivated work force through establishing hiring, training, development and evaluation procedures.
- Perform other duties as directed.

**Treasurer:**

- Invests District funds and maintains cash flow in accordance with established District policy.
- Invests and manages Trustees funds and maintains cash flow in accordance with bond covenants.

**Information Systems:**

- Oversees departmental and district-wide information systems needs training of users, service of equipment and disaster recovery plan.
- Reviews the installation and implementation of equipment, operating systems and applications software.
- Ensures standards for systems development, interpretation and maintenance of documentation and computer operating procedures are current.
- Remains up to date with the general changes in technology.

**Qualifications (Knowledge, Skills and Abilities):**

**Knowledge of:**

Principles, practices and methods of local governmental fund accounting for preparation of financial statements, methods of financial control and reporting; principles and practices of cost accounting; internal control and audit principles and practices; laws and regulations relating to the financial administration of public agencies and utilities; principles and practices of automated financial and accounting information processing; the operations, requirements and coding structure for the District's general ledger system; District rules, policies and provisions; principles and practices of effective supervision; fiscal administration and budget; investment management; alternative financing; automated financial systems; principles and practices of effective supervision and training and of District, State and Federal policies, practices and laws related to the activities of the Accounting Department.

**Ability to:**

Operates modern computer software and standard office equipment; analyze and make sound recommendations on complex financial data and operations; understand, interpret, explain and apply District, state, and federal laws regulating District financial accounting, reporting and recordkeeping; understand and accurately use the District's Chart of Accounts and cost accounting systems; develop and implement financial and accounting procedures and controls; perform complicated mathematical calculations and analyses; prepare clear, concise and comprehensive financial statements, reports and written materials; exercise sound independent judgment within general policy guidelines; establish and maintain effective working relationships with all levels of District management, staff, member agencies, outside auditors, and others encountered in the course of work; Organize fiscal plans and operations; formulate fiscal policy and procedures; review and analyze proposed budgets and formulate recommendations; supervise, evaluate and direct the work of the accounting and IT department; prepare and make oral presentations.

Understand and interpret technical and complex documentation and reports; research, analyze, and arrive at appropriate conclusions; coordinate and negotiate with consultants and vendors; plan, direct and coordinate the work of technical subordinates.

**Education and Experience:**

Graduation from an accredited four-year college or university with major coursework in Accounting or Finance; or a closely related field is strongly encouraged and five years of progressively responsible experience in governmental fund accounting, finance or directly related field, fiscal administration and budget; investment management; and general knowledge of information management and telecommunications systems, including two years of administrative and supervisory responsibility. The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record as position occasionally requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information;

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

<b>JOB TITLE:</b>	<b>ACCOUNTING TECHNICIAN</b>		
<b>DEPARTMENT:</b>	<b>FINANCE / IS</b>	<b>SUPERVISOR:</b>	<b>ACCOUNTING MANAGER</b>
<b>STATUS:</b>	<b>NON-EXEMPT</b>		
<b>SALARY GRADE:</b>	<b>R4</b>		

**POSITION SUMMARY:**

Under close supervision, the Accounting Technician performs a variety of accounting and clerical support duties necessary for the maintenance of appropriate accounts, ledgers, journals, registers, and other financial records, reconciliation of various financial documents, processing of various transactions for payment of invoices or expense vouchers, maintenance and processing of timesheets and payroll data, preparation of routine or standard reports concerning financial and statistical records and data input, accounts payable, accounts receivable activities and accounts receivable entries for water billing.

**DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS):**

- Accounts payable including processing of purchase requisitions, purchase orders, payable vouchers, and invoices.
- Processes accounts receivable billings.
- Processes bank deposits.
- Compiles data and assists in the preparation of special financial reports.
- Assist in the maintenance of department records as required.
- Distribute petty cash and maintain records and receipts.
- Performs other related accounting and clerical duties as directed.
- May assist in payroll processing and other related duties.
- May prepare general ledger journals entries.

**ABILITY TO:**

Operate a calculator by touch; maintain and organize financial records; operate a computer effectively and accurately using Microsoft Word and Excel; develop spreadsheets; organize work to meet deadlines, possess the ability to visualize, articulate, and solve complex problems and concepts. Understand and apply laws, rules and regulations to meet department's needs, establish and maintain effective working relationships with those contacted in the course of work and understand and carry out oral and written instructions.

**KNOWLEDGE OF:**

Fiscal practices and procedures including basic principles of accounting in governmental agencies; principles and techniques of financial recordkeeping; the use and application of automated data processing for accounting systems.

**EDUCATION AND EXPERIENCE:**

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Two years of experience performing accounting and clerical support work and any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**SPECIAL REQUIREMENTS:**

Possess and maintain a valid California driver's license and an acceptable driving record as position occasionally requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

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- Conducts research and gathers information.
- Types, edits and proofreads correspondence, memoranda and other documents.
- Operates, maintains and monitors standard office equipment.
- Assists with a variety of administrative projects and assignments.

**Knowledge of:** Customer-oriented office and telephone etiquette, correct English usage, including spelling, grammar and punctuation. Intermediate level Excel, Access and Word skills. Some graphic design experience is desired, but not required.

**Ability to:** Ability to communicate clearly and effectively orally and in writing; operate a computer, standard office equipment and modern telephone equipment promptly, efficiently and calmly; type accurately at a speed necessary to meet the requirements of the position; organize and exercise sound judgment within areas of responsibility; prepare clear, accurate and concise records, establish and maintain highly professional working relationships with staff and others encountered in the course of work.

**Education and Experience:** The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Three years of office administrative or secretarial experience and any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Other Requirements:** Possess and maintain a valid California driver's license and an acceptable driving record, as position requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE:** ADMINISTRATIVE ASSISTANT  
**DEPARTMENT:** ADMINISTRATION **SUPERVISOR:** ADMIN. SERVICES MGR.  
**STATUS:** NON-EXEMPT  
**SALARY GRADE:** R5

**Position Summary:**

Under supervision, performs a variety of routine and general clerical support functions in support of department staff, including answering telephones, greeting and screening office visitors, set-up and clean-up of meeting rooms, photocopying, prepare volume mailings, sorting, distribution of mail, intermediate level database entry and word processing skills, and related duties as assigned.

The Administrative Assistant is distinguished from Office Assistant in that incumbents in former class perform more specialized clerical and office support functions. Assigned work requires the use of judgement in selecting appropriate procedures and solving routine and non-routine problems based on knowledge gained through experience.

**Duties and Responsibilities (Essential Functions):**

- Provide telephone support (answering, screening and referring telephone calls) greeting and announcing guests to the appropriate staff members.
- Assist with entering of documents to the records management system.
- Assist with scanning documents into the electronic records management system.
- Meeting set up and clean up, including reconfiguration of seating arrangements.
- Schedule appointments and meetings through Outlook, coordinate meeting arrangements.
- Maintain neatness and order in the reception area, supply room, employee lunchroom, Board, conference rooms and other areas as assigned; restock supply items in various office areas as assigned.
- Assists departments with special projects and assignments.
- Conducts research and gathers information.
- Create mail merge documents.
- Assists with entering new information and Updates to Act database. Create new lists and extract information from database when needed.
- Prepare purchase requisitions.
- Types, edits and proofreads correspondence, memoranda and other documents.
- Customer service skills while handling visitors and telephone calls.
- Process and distribute various types of mail, packages, office supplies, delivery of packages within the office.
- Operates and monitors performance of the FAX, copier equipment and other office equipment and initiate action as necessary to assure they are in good working order.
- Act as courier within the County.

- Take inventory and order office supplies.

**Knowledge of:**

Customer-oriented office and telephone etiquette, correct English usage, including spelling, grammar and punctuation.

**Ability to:**

Ability to communicate clearly and effectively orally and in writing; operate a computer, standard office equipment and modern telephone equipment promptly, efficiently and calmly; handle a moderate volume of caller interactions with a high degree of customer service skill; type accurately at a speed necessary to meet the requirements of the position; organize and exercise sound judgment within areas of responsibility; prepare clear, accurate and concise records, establish and maintain highly professional working relationships with staff and others encountered in the course of work.

**Education and Experience:**

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Three years of office administrative or secretarial experience and any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record, as position requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

<b>JOB TITLE:</b>	<b>ADMINISTRATIVE SERVICES MANAGER</b>		
<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>	<b>SUPERVISOR:</b>	<b>GENERAL MANAGER</b>
<b>STATUS:</b>	<b>EXEMPT</b>		
<b>SALARY GRADE:</b>	<b>R16</b>		

**Position Summary:**

Under general direction; plans, directs, manages, supervises, staff in the areas of District Administration, Board services, administrative support services, building management, risk management, safety, human resources, employee development, training, recruitment, compensation, benefits administration and records management programs. Involves planning, control, direction and evaluation of District administration and resources; assists in the development and implementation of District policies and procedures; develops implements and monitors work plans to achieve program goals and objectives; requires research and development of recommendations for consideration by General Manager, Executive Management and Board.

**Duties and Responsibilities (Essential Functions):**

- Plans and manages administration services and activities (administrative support, Board administration, risk management, workers compensation, human resources, employee development and training, recruitment, compensation and benefits administration and employee recognition building and grounds management, records management programs).
- Plans, organizes, controls, integrates and evaluates the work of supervisory, technical and administrative staff; develops implements and monitors work plans to achieve program goals and objectives; develops and monitors annual program budget; manages and participates in developing, implementing and evaluating work processes, systems and procedures to optimize efficiency and achieve annual goals and objectives; assists in the development and implementation of District policies and procedures.
- Establishes performance requirements and personal development targets; monitors performance and provides coaching for development or performance improvement; recommends compensation and other rewards to recognize performance; and takes disciplinary actions to address performance deficiencies, in accordance with personnel policies and procedures.
- Manages, plans, organizes and directs building and grounds management functions for the office building, including space planning, construction, utilization studies and overall facilities maintenance to ensure a safe conducive working environment.
- Coordinates administrative and Board support services and general administrative services in the form of organization wide resources, supplies and equipment.
- Manages and implements the records management program including development and implementation of the electronic document management system, providing direction on policy, procedures and training.
- Researches, develops and revises recommendations related to administration, Board policies, personnel, safety, workers compensation, and risk management procedures for Committee/Board/Executive Management approval, assuring codification of Administrative Code and Personnel Manual, when appropriate.

- Coordinates programs and activities with other departments; confers with representatives of other agencies, groups, vendors, or the public.
- Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- Attend and participate in professional group meetings, stay abreast of new trends and innovations in the field of administrative services, human resources, employee development, safety, risk management and workers compensation.
- Perform related duties as required.
- Maintain up-to-date information on state and federal labor laws, District's enabling act, District's Administrative Code, Brown Act, and Government Code.

**Qualifications (Knowledge, Skills and Abilities):**

- Develop and administer goals, objectives and procedures.
- Identify and respond to sensitive organizational issues, concerns and needs.
- Plan, organize, direct and coordinate the work of staff.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Conduct internal employment investigations.
- Interpret and apply applicable federal, state and local policies.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles of business letter writing and basic report preparation.

**Education and Experience:**

Graduation from a four-year college or university with major coursework in human resources, business administration, psychology or a closely related field is strongly encouraged. The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Seven years increasingly responsible administrative services/human resource management experience including three years of management and administrative responsibility. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record as position occasionally requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE:** ASSISTANT GENERAL MANAGER  
**DEPARTMENT:** EXECUTIVE MANAGEMENT                      **SUPERVISOR:** GENERAL MANAGER  
**STATUS:** EXEMPT  
**SALARY GRADE:** R21

**Position Summary:**

Under executive direction, performs highly responsible and complex professional work while assisting the General Manager in directing and coordinating the activities of the Agency; promotes effective and efficient operations throughout the organization; directly supervises assigned departments and programs, functions and operations; provides leadership in policy formation; and serves as acting General Manager, as required.

**Duties and Responsibilities (Essential Functions):**

- Recommends programs and policies that will provide attainment of the District's goals and mission.
- Provides guidance and direction to department heads, develop and maintain, through communication and delegation of responsibility and authority, a well-informed and competent staff that is in concert with approved Board objectives.
- Directs the activities of outside engineers and consultants.
- Acts as spokesperson for the District and establishes and maintains relations with the District's contracting agencies and others in the industry to facilitate a flow of information and to meet the District's goals.
- Reviews the budget status on a quarterly basis and proposes corrective action if revenues or expenditures vary materially from the adopted budget.
- Prepares a variety of management reports, analyses and studies.
- Serves as backup to the General Manager

**Qualifications (Knowledge, Skills and Abilities):**

Interact and communicate effectively with a wide range of contacts; work independently on assigned projects; evaluate and analyze complex water issues; understand, interpret and apply technical data; synthesize, verbalize, write and present on a wide range of issues for a variety of audiences; coordinate, plan and implement numerous programs or activities simultaneously.



**Education and Experience:**

Graduation from a four-year college or university with major coursework in engineering, management, business or public administration, or a closely related field is strongly encouraged. Seven years Public Administration experience. The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record as position occasionally requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE:** ASSOCIATE WATER RESOURCES ANALYST  
**DEPARTMENT:** ENGINEERING **SUPERVISOR:** PRINCIPAL WATER RESOURCES PLANNER  
**STATUS:** EXEMPT  
**SALARY GRADE:** R9

**Position Summary:**

Under supervision performs technical analysis, planning, projections and coordinates a variety of research projects, water resources studies, policy/program development, and special projects to support District plans and operations; and performs related duties as assigned.

**Duties and Responsibilities (Essential Functions):**

- Prepares and analyzes graphs, charts, and tables depicting water resources data.
- Assists in conducting research projects and data gathering/reporting on water resource management issues including local and regional water demand usage and projections.
- Prepares and assists in writing reports, technical memorandums, presentations, newsletters and Board agenda letters.
- Provide assistance for the District's planning and policy initiatives as well as water resources reports; conducts research projects and investigations involving water resources management issues including population growth/water demand; regional water use projections, financial analysis and historical trends.
- Provides input and analysis on Metropolitan Water District policies, rates and planning processes.
- Tracks statewide and regional policy issues, and produces summary reports on various Board and staff meetings.
- Attend District's and other water agencies' Committee and Board meetings, as needed.
- Assists in analysis of the District's Water Use Efficiency programs and water conservation efforts.
- Assist in the preparation and calculation of the District's water rates and charges.
- Develop, organize and deliver presentations for a variety of audiences and events.
- Conducts special projects/assignments as directed.

**Qualifications (Knowledge, Skills and Abilities):**

**Ability to:** Accurately collect, assemble and interpret data from multiple sources applicable to water resources planning; participate in technical projects and studies; identify relevant water issues and problems, develop alternatives and make recommendations; prepare reports, correspondence and other written materials; understand and apply District policies, regulations and programs, federal, state and local laws applicable to water resources planning; understand water rates and charges; may review work product of others; identify grant opportunities applicable to the District and customer agencies; understand statistical data in technical reports; perform and interpret demand and trend forecasting, regression and other technical analysis on water resource planning; develop methods and procedures for data collection of water resource information; conduct costs and benefits analysis; communicate

clearly and concisely, both orally and in writing; prioritize assignments and project tasks; operate a computer and word processing, spreadsheet and graphics software in developing analyses and preparing presentation materials; maintain effective working relationships with those encountered in the course of the work.

**Knowledge of:** Principles, procedures, standards, practices, trends and information sources in the field of water resources planning; research and statistical analysis, methods and techniques; application of ordinances, legislation, policies, standards, procedures and historical practices associated with water resources planning; terminology, symbols and techniques used in water resources planning; applicable federal, state and local laws and regulations; state and regional organizations; processes for obtaining state and federal grant funding.

**Education and Experience:**

Graduation from a four-year college or university with major coursework in planning, public policy, environmental science, public administration, economics, engineering or a closely related field is strongly encouraged and three years of water resources planning experience is required. The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:** A valid California Class C driver's license and ability to maintain insurability under the District's Vehicle Insurance Policy.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information;

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE:** DATABASE COORDINATOR  
**DEPARTMENT:** ADMINISTRATION  
**SUPERVISOR:** ADMINISTRATIVE SERVICES MANAGER  
**STATUS:** NON-EXEMPT  
**SALARY GRADE:** R4

**POSITION SUMMARY:**

Under supervision, the Database Coordinator's primary function is to perform duties in support of maintaining an accurate and functional CRM database. Other administrative and clerical assignments are secondary.

**DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS):**

- Hands-on experience managing data, data cleansing, de-duplication, and harmonization of information within existing 12,000+ records.
- Knowledge of database management concepts and principles.
- High level of proficiency with CRM tools including Act! Premium and Constant Contact.
- High degree of proficiency in Excel, importing and exporting of records and data.
- Experience manipulating large data sets while understanding both technical and business impacts.
- Develop a reference/procedural manual for the CRM database and continue to maintain updates as processes and procedures change.
- The lead person in managing the database and will be responsible for training future users.

**ABILITY TO:**

- Ability to work for extended periods of time on the computer reviewing and editing records and entering data in an efficient and accurate manner.
- Update existing Act Database consisting of approximately 12,000 records.
- Update and maintain integrity of contacts, groups, and companies.
- Maintain the District's CRM system ensuring accuracy, organized and entries are properly occurring.
- Organize large amounts of material and information into coherent subgroups and logical sequences with accuracy and close attention to detail.
- Demonstrate fundamental understanding of Relational Database Management Systems and concepts.
- Demonstrate organizational, problem-solving, decision-making and planning skills, which includes analyzing information, procedures, and problems, to recognize alternatives to formulate logical conclusions, and make recommendations appropriate to the situation.

- Proactively identify gaps in both process and data itself, and work with team members to address them.
- Work with Outlook and integration with Act! where possible.
- Delete duplicate records as appropriate and as directed.
- Ensure all data is current and accurate.
- High-level attention to detail and improvement upon existing processes is critical.
- Adaptable and flexible in re-prioritizing tasks based on business needs.
- Highly detail oriented and organized skill sets.
- Manage and prepare mailing lists and ensure that the lists are accurate and correct names are included in the appropriate groups.
- Work with staff on preparing marketing lists to ensure the marketing emails are being targeted properly and the right groups are receiving invitations, emails, surveys, etc.
- Transfer data from paper formats into database systems or EXCEL spreadsheets.
- Verify data by comparing it to source documents.
- Retrieve data from the database or export into Excel spreadsheets as requested.
- Experience with large quantity of data entry and data management.
- Accurate typist.
- Exceptional follow up skills.

**EDUCATION AND EXPERIENCE:**

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. One to three years of experience in database administration and any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**SPECIAL REQUIREMENTS:**

Possess and maintain a valid California driver's license and an acceptable driving record as position occasionally requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

<b>JOB TITLE:</b>	<b>DIRECTOR OF FINANCE/IS</b>	<b>SUPERVISOR:</b>	<b>GENERAL MANAGER</b>
<b>DEPARTMENT:</b>	<b>FINANCE</b>		
<b>STATUS:</b>	<b>EXEMPT</b>		
<b>SALARY GRADE:</b>	<b>R19</b>		

**Position Summary:**

Under general direction, plans, organizes, and directs the operations and services of the Finance Department, including finance, general accounting, treasury and asset management, and long-term planning and debt management; develops, evaluates, and proposes financial plans, reserve strategies, rate structures, and investment practices that contribute to the effective management of District resources; works effectively with the General Manager, management team, and Board in considering options and recommending and adopting policies and programs. Directs the work of professional and supervisory staff and serves on the Management Team.

**Duties and Responsibilities (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 the class.*

**Accounting and Finance:**

- Plans, organizes, directs, and manages the District's financial, accounting, and budgeting activities.
- Advises and provides support to the General Manager and Administration and Finance Committee.
- Forecasts revenues, evaluates expenditures, and manages the work of staff in analyzing variances.
- Prepares the District annual operating budget and develops long-term financial plans, and asset management practices to invest revenues and to control expenditures and reduce long-term debt.
- Directs the preparation, collection and receipt of water billings and charges.
- Develops fiscal and accounting procedures and internal audit controls.
- Establishes and implements financial and administrative policies and standards under the direction of the General Manager and subject to the approval of the Board of Directors.
- Directs the preparation of required statutory and grant performance reports.
- Meets regularly with the General Manager and staff to review policies, projects, and initiatives.
- Leads the modeling and establishment of District rate assessment structures for member agencies by types of services provided in consultation with management and committee representatives and based on accurate revenue and expenditure projections and assumptions.
- Directs and supervises general accounting, financial analysis, payroll, and internal audit functions.
- Coordinates annual independent financial audit, responds to queries, and assures the accurate and timely submission of financial and accounting information.
- Obtains financial information and prepares timely periodic and special reports as required by law or as requested by the General Manager, Board of Directors, or other departments.

- Negotiates and administers purchasing, lease, and financial agreements and contracts.
- Selects, supervises, evaluates, coaches, develops, and manages the work of staff and recommends and implements disciplinary actions, as needed.

**Treasurer:**

- Invests District funds and maintains cash flow in accordance with established District policy.
- Invests and manages Trustee funds and maintains cash flow in accordance with bond covenants.

**Qualifications (Knowledge, Skills and Abilities):**

**Knowledge of:**

State Administrative and Government Codes and District financial and administrative policies, regulations, and practices; Generally Accepted Accounting Principles (GAAP); Governmental Accounting, Auditing, and Financial Reporting (GAAFAR), and related OMB circulars; State laws and regulations regarding investments of public funds; State financial reporting requirements; principles of public finance administration; budgeting practices; treasury management practices; contract administration; general and fund accounting, taxation, internal and external auditing, revenue management, and grants administration practices; alternative financing and long-term asset and debt management practices; theories of management; principles of employee supervision and evaluation.

**Ability to:**

Plan, organize, direct, and evaluate the functions and operations of the Finance Department, including financial and budgeting and accounting systems; interpret technical and complex data; formulate, analyze, and present financial reports in a clear, accurate, and detailed manner; accurately forecast major revenues and costs; select, train, supervise, evaluate, and discipline employees; originate and institute financial planning policies and controls; negotiate contracts and manage agreements; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, management, member agencies, officials, contractors, consultants, auditors, vendors, general public, and others encountered during the course of work; use word processing, spreadsheet, graphics, database, network systems, and computerized accounting software.

**Education and Experience:**

Graduation from a four-year college or university with major coursework in Accounting, Finance, Business Administration, or a related field is strongly encouraged. Seven years of management and professional experience in governmental fund accounting, budgeting, financial analysis, treasury and investment management, auditing, and information management systems is required. The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience, and training that would provide the required knowledge, skills and abilities will be considered.



**Special Requirements:**

Possess and maintain a valid Class C California driver's license and an acceptable driving record as position occasionally requires driving.

**Working Conditions and Physical and Mental Activities:**

**Environment:** Standard office setting. May be required to work extended hours, including evenings and weekends, in order to attend meetings and functions, and complete assignments and projects.

**Physical:** Frequently sit for prolonged periods of time; operate standard office equipment, including computer hardware, telephone, FAX machine, printers, calculators, and copiers; occasionally lift and carry records, reports, and documents weighing less than 25 pounds.

**Mental:** Use oral and written communication skills; read and interpret accounting and financial data; develop strategies, make projections, and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities, work on multiple assignments and projects concurrently, and meet deadlines, given frequent interruptions; and interact appropriately with staff, management, Board members, officials, agency representatives, consultants, auditors, bond counsel, and others in the course of work.

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**Hearing:** Hear in the normal audio range with or without correction.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

<b>JOB TITLE:</b>	<b>DIRECTOR OF PUBLIC AFFAIRS</b>		
<b>DEPARTMENT:</b>	<b>PUBLIC AFFAIRS</b>	<b>SUPERVISOR:</b>	<b>GENERAL MANAGER</b>
<b>STATUS:</b>	<b>EXEMPT</b>		
<b>SALARY GRADE:</b>	<b>R18</b>		

**Position Summary:**

Under general direction, develops, administers and executes a comprehensive public affairs program that effectively meets the goals and needs of the District and its retail member agencies. Develops new programs or enhancements to existing programs; serves as the District's expert and/or internal consultant on highly complex public affairs and community relations activities, including communications strategy and tactics, media relations, graphics development, press releases, and community outreach; coordinates activities with outside agencies; and provides communications support to the General Manager and the Board of Directors. Directs and oversees the assignments, projects and activities of the Public Affairs staff.

**Duties and Responsibilities (Essential Functions):**

- Advises and assists District staff in assessing potential programs, projects, and activities; develops, manages and performs various strategies to communicate with elected officials, the media and the general public on an ongoing basis.
- Manages and participates in the development and implementation of communications goals, objectives, strategies, and priorities for assigned programs.
- Directs, supervises and administers programs to maintain and build support for District activities among constituencies that include local elected officials, MWDOC's member agencies and the business community.
- Reviews performance of assigned staff and communicates with and mentors subordinates, department supervisors, and management.
- Directs, supervises and ensures the successful planning and implementation of media briefings, public hearings, meetings, exhibits, inspection trips, special events, conferences and other community-oriented events.
- Maintains coordination with regional, state and national resource organizations engaged in activities affecting the interests of the District.
- Prepares Board write-up materials and attends and makes presentations at Committee and Board meetings.
- Directs and participates in the planning and implementation of the District's Strategic Plan or Strategic Review.
- Develops and fosters partnerships that build and expand the strategic initiatives of the District.
- Builds and maintains positive relationships with District, Metropolitan and member agency boards and staff at all levels.
- Serves as an advisor to the District's member agencies on communications and public affairs issues.
- Serves and participates on Metropolitan's Public Information workgroup.

- Ensures implementation of School Program including contract negotiation, award and program monitoring.
- Serves as a member of the District's emergency operations team.
- Oversees and participates in the development and administration of the Public Affairs annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implement adjustments.
- May serve as a District representative on inspection trips and for public presentations on water issues, legislation, and other activities.
- Responsible for maintaining relationships with the media and provides continuous information as the primary spokesperson for the District. Oversees and/or performs the development of press releases and other media initiatives.
- Serves as the Public Affairs liaison with outside agencies; negotiates and resolves sensitive and controversial issues.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public communication, water and outreach.
- Directs and oversees internal and external communications efforts across all platforms, including web-based communications.
- Coordinates regional public affairs programs and activities through the Public Affairs Workgroup; plans and leads monthly Public Affairs Workgroup meetings with MWDOC's member agencies.
- Oversees the development of market research tools such as surveys and public opinion polls; provides analysis and recommendations based on findings.

**Qualifications (Knowledge, Skills and Abilities):**

**Knowledge of:** Individual and group communication skills; public information/relations procedures and methods; techniques for researching and transmitting information; project management and coordination; consulting and facilitating of programs with a wide range of associations; word processing and graphic arts computer programs; management and development of staff.

**Ability to:** Interact and communicate effectively with a wide range of contacts; work independently on assigned projects; conceptualize, create, develop and coordinate effective public affairs programs; evaluate and analyze complex water issues; understand, interpret and apply technical, legislative and other data; synthesize, verbalize, write and present on a wide range of issues for a variety of audiences; coordinate, plan and implement numerous programs or activities simultaneously, manage staff effectively.

**Education and Experience:**

Graduation from a four-year college or university with major coursework in public relations, public administration, journalism, communication or a closely related field is strongly encouraged and seven years of progressive experience in Community Relations/Public Affairs/Legislative Affairs. The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record, as position occasionally requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

<b>JOB TITLE:</b>	<b>EXECUTIVE ASSISTANT</b>	<b>SUPERVISOR:</b>	<b>ADMIN. SERVICES MGR.</b>
<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>		
<b>STATUS:</b>	<b>NON-EXEMPT</b>		
<b>SALARY GRADE:</b>	<b>R9</b>		

**Position Summary:**

Under general direction, provides highly responsible, professional, complex and specialized administrative support functions to Assistant General Manager, Executive Management Team and General Manager, depending on assignment. Provides support to the Sr. Executive Assistant to the Board with General Manager and Board related duties; performs sensitive and confidential administrative and secretarial support functions, in support of an Executive Manager or the General Manager in his/her interactions with elected officials, officials of other government agencies, the Executive Management Team, business and community organizations, interest groups, the media, and the public. Must be able to coordinate projects and priorities; requires knowledge of District's policies and procedures; prepares a variety of correspondence, reports, meeting agendas, and other documents with a high degree of detail and accuracy, and compiles or maintains various reports and files specific to area of assignment. May assign work to and/or supervise the work of other administrative staff and perform other duties.

An Executive Assistant provides administrative support services primarily for the Assistant General Manager, Administrative Services Manager other members of Executive Management and back up support for the General Manager, and works closely with the Sr. Executive Assistant to the Board in carrying out the District's goals and objectives.

The Executive Assistant is distinguished from Sr. Administrative Assistant by the sensitivity and complexity of the work and based on the involvement with various District-wide issues assisting the Administrative Services Manager, support to the Office of the Board of Directors and the General Manager.

**Duties and Responsibilities (Essential Functions):**

**Human Resources:**

- Provides support to the Administrative Services Manager in carrying out the Human Resources, Administration and Risk Management responsibilities.
- Conduct a variety of studies and research for assigned area in support of the Administrative Services Manager; including report preparation from Crystal or Jet Reports in Excel; collect, compile and review information from various sources on a variety of specialized topics related to programs administered by the position or by management staff; participate in the preparation of reports that present data, identify alternatives, and make and justify recommendations.
- Perform recruitment activities, including review and revision of job descriptions; schedule interviews and testing for applicants; track applicants; update resources for job postings.
- Administer health and welfare plans including enrollments and terminations. Provide required documents to payroll and insurance carriers to ensure accurate record keeping.

- Review and reconcile monthly billings from insurance providers. Reviews billings for accuracy and resolves discrepancies with carriers, payroll and the District.
- Administer annual open enrollment period for medical, dental, vision, life insurance, and long-term disability insurance benefits each year, Arranges for distribution of materials from insurers, assists with communicating changes to employees and arranges for on-site representation by providers and processes changes within deadlines. This process includes obtaining and reviewing quotes from vendors and making recommendations in support of budgetary considerations while maintaining coverage levels in line with the labor market.
- Conduct new employee orientation to ensure employees gain an understanding of benefit plans and enrollment provisions. Strive to ensure employee understanding of benefit programs. Resolves employee inquiries or complaints related to health and welfare plans. Acts as liaison between employees and various insurance carriers.
- Review, proofread and edit policies and procedures and related documents.
- Skillful knowledge and effective use of HRIS; create spreadsheets, graphs and reports as required.
- Conducts compensation and classification surveys; gather and analyzes compensation data.
- Coordinate District related team-building events and functions

**Administrative Support Functions:**

- Performs administrative duties as directed by Executive Management staff and the Board of Directors in accordance with established District policies and procedures.
- Maintains, adjusts and monitors the department calendar
- Coordinates, arranges and confirms meetings, conference and travel arrangements for District staff and Board members including preparation of purchase requisitions.
- May process business expense reports.
- Receives and screens visitors and telephone calls, providing information and handling issues that may require sensitivity and use of; responds to requests for information and complaints, refers matters to appropriate District staff and/or takes or recommends action to resolve the request or complaint.
- Provides professional administrative and complex secretarial assistance and support to the Assistant General Manager or General Manager and other Executive Management staff.
- Research and compile data for special reports; collect and assemble data and background materials for a variety of reports, charts, spreadsheets and related documents.
- Prepare, review, edit and process a variety of documents, including professional services agreements, letters, purchase orders and requisitions, work confirmations, seminar and conference requests. Process documents electronically according to District procedures.
- Process documents approved at Board meetings including agreements, contracts, and handle according to District policies and procedures on behalf of the General Manager's office
- Works closely with the District Secretary in maintaining the General Manager's calendar. assists the District Secretary in arranging and confirming meetings; screens requests for appointments;
- Coordinates, schedules, makes site and meal arrangements for special meetings and events; makes and confirms travel arrangements for the General Manager, staff and Board of Directors.

**Board/Committee/Administrative:**

- Works closely and in coordination with the District Secretary in assuring all Board related items are completed in detail and accurately within the established timelines.

- Attend monthly committee meetings of the Board of Directors; record actions taken at meetings; transcribe and distribute minutes of meetings and follow-up reports.
- May
- Prepare agendas, agenda materials and agenda packages for Board and Committee meetings.
- Confer with Department Managers and staff members to coordinate the preparation of agendas for Board and Committee meetings and preparation of write-ups for Board and Committee meetings.
- Prepare, execute, post, publish and make official filings of various statements, notices, certificates, and legal notices as may be required.
- May attend regular meetings of the Board of Directors; record actions taken at meetings; prepare and distribute minutes of meetings, in the absence of the Sr. Executive Assistant to the Board.
- Assist other secretarial staff as required.

**Qualifications (Knowledge, Skills and Abilities):**

- Plan, organize, prioritize, and maintain the confidentiality of an executive office; exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports;
- Analyze problems and identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Use individual initiative and organization skills in execution of assignments;
- Coordinate and organize activities to meet required timelines and priorities;
- Use of personal initiative and resourcefulness;
- Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent laws, regulations, and ordinances;
- Independently prepare a variety of clear and concise administrative reports, correspondence and memoranda;
- Plan and organize work to meet changing priorities and deadlines; Work with frequent interruptions;
- Modern office practices, procedures and organization of an executive office; various computer hardware systems and software applications with a demonstrated mastery of complex computer skills, requiring knowledge and use of advanced features of various programs and systems. Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the department;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Serve as backup to other administrative staff as necessary;
- Communicate and respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility;
- Oversee the work of others and may serve as backup to other clerical staff.
- Type at a speed necessary for successful job performance;
- Spell and use English grammar and punctuation correctly .

**Education and Experience:**

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Minimum of seven (7) years of increasingly responsible secretarial experience, and college level coursework in a business related field, secretarial sciences, English, writing or administration. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record as position occasionally requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

<b>JOB TITLE:</b>	<b>FINANCIAL ANALYST/DATABASE ANALYST</b>	
<b>DEPARTMENT:</b>	<b>FINANCE</b>	<b>SUPERVISOR: ACCOUNTING MANAGER</b>
<b>STATUS:</b>	<b>EXEMPT</b>	
<b>SALARY GRADE:</b>	<b>R12</b>	

**Position Summary:**

Under general supervision, performs a high level of financial analysis and forecasting of District's programs and activities; develops spreadsheets, databases, financial forecasting. Prepares complex financial and analytical reports; maintains accurate records of agency funding; prepares monthly cash flow statements; participates in the planning, administration, development and maintenance of Database systems, provides assistance to the Network Administrator and provides hardware, software and network support to end users. The position requires an individual to work on multiple projects simultaneously.

**Duties and Responsibilities (Essential Functions):**

**Financial Analysis:**

- Maintain accurate records of agency funding and prepare monthly cash flow statement for various Water Use Efficiency programs using Navision ERP software and Jet Reports.
- Develop financial analysis of District's programs and activities using Jet Reports.
- Maintains a comprehensive and up-to-date knowledge of operational procedures used throughout the department as well as throughout the District.
- Maintains up-to-date knowledge of accounting, payroll, and payroll tax concepts, techniques and principles.
- Gathers, generates, and analyzes information necessary to facilitate decision-making process.
- Write custom financial reports for all departments using Jet Reports and SQL server reporting services.
- Performs monthly water billing to our member agencies. Gathering data on split meters, working with Planning and Coordination to help calculate each member agencies share of the Readiness-To-Serve and Capacity Charge pass-thru from Metropolitan Water District of So. Cal. (MET); process the billing data file from MET, enter the Local Resource Program (LRP) credits and passing them on to the agencies; process the conservation debit and credits for the MWDOC Water Use Efficiency Department; generate data reports and dispersed to appropriate departments.
- Twice a year water use reallocation. Some of the meters are shared but the sharing is not reflected on the MET invoice so an allocation of the usage of some meters must be split between several agencies.
- Prepares lead schedules and reports for independent auditors as required.
- Assists in the preparation of annual financial reports.
- Prepares the district annual operating budget.
- Provides back-up support and assists in training new accounting staff in Accounts Receivable and Payable, Payroll, Cash Flow, and Water Billings.

- Prepares daily deposit of money received (when needed) and reconciles monthly bank statements.
- Prepares financial reports with the State Controller's Office.
- Performs other related duties as assigned.

**Information Technology:**

- Maintains a current knowledge of local area network and database management.
- Assists the Network Administrator in the implementation and management of local area network
- Ensures proper training to all system users.
- Maintains the integrity and operational usefulness, including the appropriate timing of system updates and revisions of the accounting, payroll, investment management, water billing and custom software used in the operation of the department.
- Ensures proper functioning of SQL Server and Information Management System's database.
- Maintains the Water billing System to ensure the database is accurate, and the System is updated or upgraded to accommodate changes in water rate structure and billing methods as needed.
- Provide water usage data support for the engineering department.
- Provides technical support to various customized databases.
- Act as system administrator for Navision ERP software, ACT database software, Water Billing database software, Cash Pro online, Jet Reports
- Maintains and makes modifications to the Water Use efficiency (WUE) Access database applications.
- Maintains and makes modifications to the WUE database and reporting website using C# and ASPX.NET, MS Report Builder, Visual Studio, HTML and Javascript.
- Performs other duties as assigned.

**Qualifications (Knowledge, Skills and Abilities):**

Perform responsible financial analysis work requiring a high degree of accuracy and attention to detail; preparation of financial reports using fund and enterprise method of accounting and bookkeeping principles and terminology; understand and apply laws, rules, and regulations affecting all financial activities. Ability to direct the fiscal accounting system and review and analyze proposed budgets and formulate recommendations.

Apply technical knowledge of computer hardware and software to provide support and solutions to users and assist in managing the network. Proficient with MS Windows Server operations systems, MS Windows, MS Office, MS Exchange, MS SQL Server, Access database, Visual Basic, C#,ASP.NET; HTML or web designing tools and automated financial systems.

Establish and maintain effective working relationships with those contacted in the course of work; analyze situations accurately and coordinate the details necessary for completion of a variety of activities; effectively communicate oral and written instructions.

**Education and Experience:**

Graduation from a four-year college or university with major coursework in Business Administration, Accounting, Finance or Information Technology or a closely related field is strongly encouraged and three years financial forecasting and database management experience. The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record, as position occasionally requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE:** GENERAL MANAGER  
**SUPERVISOR:** BOARD OF DIRECTORS  
**STATUS:** EXEMPT  
**SALARY RANGE:** SET BY BOARD

**Position Summary:**

Under the general direction of the Board of Directors, develops and fulfills strategic plan, organizational goals, and management policies; acts as the Chief Executive Officer of the Agency and confers regularly with the Executive Team, Board and its committees, MWDOC and MET representatives, and elected other officials and business partners; leads overall operations of the District, presents annual budget, and controls District expenditures.

**Duties and Responsibilities (Essential Functions):**

- Develop and update MWDOC strategic plan to accurately reflect the current mission and strategies of the organization, under the direction of the MWDOC Board of Directors.
- Meet regularly with the MWDOC Board, and its committees, as well as MET and MWDOC Member Agencies related to agenda items and Board business.
- Provide leadership and advocacy on regional and Orange County water issues in collaboration with MET representatives to achieve action plans and priorities, and form coalitions to address Orange County objectives.
- Meet, brief, and raise awareness of Orange County priorities and regional water issues by cultivating relationships and sustaining communications with MET Directors and MWDOC Directors.
- Maximize development of local sustainable Orange County water resources through the completion of programs, studies, and initiatives to promote water sustainability, water use efficiency, and supply reliability.
- Promote Urban Water Management Plan and work with member agencies to increase water supplies from non-local sources.
- Advocate MWDOC issues and priorities with local, State, and federal officials.
- Engage intergovernmental regulators by advocating for science-based, stream-lined permitting, and coalition based approaches to regulatory reform.
- Direct the development and implementation of community outreach programs.
- Oversee plans that ensure the effectiveness of the WEROC for emergency preparedness situations.
- Solicit input from the Board of Directors and the District's Contracting Agencies to ensure that the organization design promotes operational efficiency and well-coordinated communications.
- Recommend and evaluate the effectiveness of programs and policies in attaining the District's goals and mission.
- Attract, retain, and promote the capabilities of a highly qualified workforce through career progression, mentoring, and succession planning programs and inform staff regarding MWDOC issues and priorities.
- Select, train, direct, and evaluate employees and institute or approve disciplinary actions.
- Guide the work of department heads and administrative staff; delegate responsibility and authority and assure the attainment of departmental and Board initiatives and objectives.
- Establish District employee job classifications subject to periodic review of overall personnel utilization by the Board, within overall staffing levels approved by the Board.
- Develop or approve service agreements and direct the activities of District contractors and consultants.

- Act as principal spokesperson for the District and establish and maintain relations with the District's contracting agencies and industry representatives to facilitate continual flow of information related to regional issues and constituent interests.
- Direct District budget and assets to efficiently achieve the District's priorities, and maximize grant funding, public and private partnerships, and efforts to increase efficiency, reduce costs, and promote financial planning.
- Oversee the District's financial operations and investment policies to assure that District funds are expended in conformance with Board-approved budgets and applicable laws and reporting practices. Forecast future operating revenues and capital and operating budget allocations and prepare an annual budget in a form and level of detail that is accurate and transparent to the Board of Directors.
- Encumber funds within the amount approved by the Board of Directors and up to the limits authorized for each budget category. Review the budget status on a quarterly basis with the Board and propose corrective actions if revenues or expenditures vary materially from the adopted budget.
- Provide regular progress reports to the MWDOC Board regarding key capital and operating projects and financial reports.
- Promote MWDOC and regional goals through the effective use of MWDOC technology, including the evaluation of costs and benefits of MWDOC technology investments.
- Expend budgeted sums within authorized amount for any contract or purchase.
- Expend non-budgeted District funds to meet emergencies which adversely affect the ability of the District to perform its services and regularly inform the Board regarding steps that are being taken.
- Propose and carry out District management objectives and plans that are approved by the Board.
- Carry out all orders and actions of the Board.

## **Qualifications (Knowledge, Skills and Abilities):**

### **Knowledge of:**

- Advanced principles and practices of public administration, including the organization, operations, and services of water districts.
- Government, governing body, and legislative processes.
- Principles and practices of budget preparation and administration.
- Current social, political, and economic trends and operating problems of water districts.
- Advanced principles and practices of organization, management and supervision.
- Principles and practices of strategic planning.
- Water project design, planning, and management practices.
- Methods of analyzing, evaluating, and modifying administrative procedures.
- Decision making principles.
- Pertinent federal, State, and local laws, codes and regulations.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
- Advanced interpersonal relations skills.
- Principles and practices of program development and evaluation.
- Methods and techniques of research, statistical analysis, and report preparation and presentation.
- Principles of business letter writing.
- Modern office procedures, methods, and equipment including computers.

### **Ability to:**

- Provide effective leadership to and coordinate the activities of the Municipal Water District of Orange County.
- Analyze a variety of administrative and organizational problems and make sound policy and procedural recommendations.
- Analyze and define problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Identify and respond to community and Board of Directors' issues, concerns, and needs.
- Serve effectively as the administrative agent of the Board of Directors.
- Develop and administer District-wide goals, objectives and procedures.
- Research, analyze and evaluate new service delivery methods and systems.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply federal, State and local policies, laws and regulations.
- Plan, organize and direct the work of staff.
- Select, manage, train and evaluate staff.
- Delegate authority and responsibility.
- Negotiate and resolve complex issues.
- Operate a variety of office equipment including a computer and standard office applications.
- Make effective oral and written presentations to groups within and outside the District, including legislative bodies and elected representatives.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

Bachelor's degree in business administration, engineering, public administration, or a related field is required. Requires ten or more years of increasingly responsible professional, management, and public relations experience including at least five years of experience in the water or collection systems industry. Designation as a Professional Engineer is desirable.

**Special Requirements:**

Possess and maintain a valid Class C California driver's license and an acceptable driving record, as position occasionally requires driving.

**Working Conditions and Physical Activities:**

The conditions herein 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 essential job functions.

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard, telephone, FAX machine, printers, calculators, copiers; lift and carry office files or records weighing less than 20 pounds; verbally communicate to exchange information; communicate orally with co-workers, District management, directors and the public in face-to-face, one-to-one and group settings, ability to operate vehicle to travel to various locations and meetings.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

*The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.*

**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE:** GOVERNMENTAL AFFAIRS MANAGER  
**DEPARTMENT:** GOVERNMENTAL AFFAIRS                      **SUPERVISOR:** GENERAL MANAGER  
**STATUS:** EXEMPT  
**SALARY GRADE:** R15

**Position Summary:**

The Governmental Affairs Manager is responsible for the overall management of the District’s governmental and legislative activities, under the administrative direction of the General Manager. Provide professional assistance and guidance to District management and Board of Directors. Reviews, analyzes, monitors and comments on federal and state legislation that may impact the District and its member agencies; identifies and recommends revisions to legislation to eliminate adverse consequences to the District and performs related duties as assigned.

**Duties and Responsibilities (Essential Functions):**

- Act as legislative liaison to work with legislators, member agencies, state-wide associations and similar organizations in creating a unified message regarding legislative priorities.
- Recommend District positions on legislation and action to achieve desired legislative results.
- Draft legislative summaries, position papers, policy principles, and correspondence; and propose revisions to legislation that are consistent with the District’s interests.
- Attend scheduled Board and Committee meetings, make presentations and provide input/guidance on legislative action and policy issues.
- Coordinate and interact with District staff and elected officials regarding legislation; arrange meetings with legislators and their staff.
- Respond to legislative inquiries and requests for information from management, Directors, member agencies, legislative staff, and the business community.
- Represent the District’s interest in multiple forums.
- Prepare and disseminate legislative information to multiple audiences, as well as build and maintain issues-based coalition groups.
- Participate in a variety of professional and industry specific committees involved in legislative and intergovernmental affairs.
- Attend meetings and conferences to stay abreast of all current, proposed and anticipated legislation.
- Manage the District’s state and federal legislative advocacy contracts (i.e. maintain communication with the legislative advocates, provide them with direction as determined by the Board of Directors and management, etc.)
- Coordinate activities with the District’s legislative advocacy firms.
- Prepare written legislative updates for meetings, the District website, and social media channels, etc.
- Participate in evening and weekend events, as necessary.

**Qualifications (Knowledge, Skills and Abilities):**



**Ability to:** Research, analyze, interpret, explain and make recommendations on environmental, legislative and intergovernmental issues; identify problems, evaluate alternatives and develop sound recommendations in areas of assigned responsibility; prepared clear, concise, accurate and complete analysis, reports, correspondence, records and other written materials; communicate effectively orally and in writing; make sound independent judgments within established guidelines; represent the District effectively with industry and professional groups and before public bodies; establish and maintain effective working relationships with District managers, board members, officials of other governmental agencies, professional and community organizations and other encountered in the course of work. Exercise good judgment in determining analytical study approaches and techniques and developing sound recommendations based on analyses.

**Knowledge of:** The legislative process, its steps and influence points; principles and practices of legislative research and analyses; District operations, practices and procedures; applicable federal, state and regional environmental laws, regulations and court decisions and their impacts on District operations; principles and practices of sound business communications; individual and group communications skills; presentation skills; written communication skills as applied to writing informational materials of varying degrees of technical complexity.

**Education and Experience:** Graduation from a four-year college or university with major coursework in political science, public policy, public relations, communications or a closely related field is strongly encouraged. The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered and five years of experience related to principles and practices of legislative analysis required.

**Special Requirements:** Possess and maintain a valid California driver's license and an acceptable driving record as position occasionally requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

***The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.***

**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

<b>JOB TITLE:</b>	<b>GOVERNMENTAL AFFAIRS SPECIALIST</b>	
<b>DEPARTMENT:</b>	<b>GOVERNMENTAL AFFAIRS</b>	<b>SUPERVISOR: GOVERNMENTAL AFFAIRS MANAGER</b>
<b>STATUS:</b>	<b>EXEMPT</b>	
<b>SALARY GRADE:</b>	<b>R10 \$69,635 TO \$93,993</b>	

**Position Summary:**

Under general supervision, the Governmental Affairs Specialist position primarily focuses on federal legislative activities however, it may also include state, local and regional issues, as needed. This position assists the Governmental Affairs Manager on various legislative priorities, as assigned. The incumbent will monitor, review, analyze and interpret, federal legislation and administrative regulations affecting the District and its member agencies; develop and implement strategies to communicate the District's position to federal and state elected officials, other policy makers, outside interests and stakeholders consistent with the District's legislative policy principles; work with the federal and state policy teams to identify potential allies and opportunities to form or join coalitions that can help advance the District's policy objectives; provide support and guidance to District management and Board of Directors. Represent MWDOC at and provide reports of meetings with legislators and member agencies, in Orange County, Southern California, Sacramento and Washington. This position reports to the Governmental Affairs Manager. The incumbent will be required to travel to Washington DC and Sacramento, as needed and require driving to various meetings throughout Orange County and performs related duties as assigned.

**Duties and Responsibilities (Essential Functions):**

- Act as legislative liaison by establishing and maintaining ongoing effective contact with legislators, legislative staff, member agencies, state-wide associations and similar organizations in creating a unified message regarding legislative priorities.
- Monitor policy and legislative issues, provide regular verbal and written updates to senior leadership and make recommendations to the General Manager and the Board of Directors. .
- Prepare legislative summaries, position papers, policy principles, and correspondence; and propose revisions to legislation that are consistent with the District's interests.
- Attend scheduled Board and Committee meetings, make presentations and provide input/guidance on legislative action and policy issues, as requested.
- Coordinate and interact with District staff and elected officials regarding legislation; coordinate with the District's advocate to arrange meetings with legislators and their staff.
- Attend legislative/regulatory hearings and meetings and support regional government stakeholder relationship management, as needed.
- Respond to legislative inquiries and requests for information from management, Directors, member agencies, legislative staff, and the business community.
- Represent the District's interest in multiple forums.
- Develop substantive content for briefing papers, white papers, and executive-level presentations for internal and external audiences, as well as build and maintain issues-based coalition groups.
- Represent MWDOC on federal items with outside organizations by participating in a variety of professional and industry specific committees involved in federal legislative and intergovernmental affairs, such as the Association of California Water Agencies, Association of Metropolitan Water Agencies, National Water Resources Association, etc.

- Attend meetings and conferences to stay abreast of all current, proposed and anticipated legislation.
- Assist the Governmental Affairs Manager with the District's federal legislative advocacy contracts (i.e. maintain communication with the legislative advocates, provide them with direction as determined by the Board of Directors and management, etc.)
- Communicate and organize goals for the District's legislative advocacy firms.
- Prepare written legislative updates for meetings, the District website, and social media channels, etc.
- Travel to Washington DC and Sacramento and travel throughout Orange County to participate in evening and weekend events, as necessary.
- Develops and assists the process for providing legislative information to appropriate internal and external audiences.
- Performs other duties as assigned.

**Qualifications (Knowledge, Skills and Abilities):**

**Ability to:** Research, analyze, interpret, explain and make recommendations on regulatory, and intergovernmental issues; identify problems, evaluate alternatives and develop sound recommendations in areas of assigned responsibility; prepared clear, concise, accurate and complete analysis, reports, correspondence, records and other written materials; communicate effectively orally and in writing; make sound independent judgments within established guidelines; strong work ethic and ability to multi-task priorities, perform well under tight deadlines and follow through on numerous projects simultaneously; represent the District effectively with industry and professional groups and before public bodies; establish and maintain effective working relationships with staff, District managers, board members, officials of other governmental agencies, professional and community organizations and other encountered in the course of work. Exercise good judgment in determining analytical study approaches and techniques and developing sound recommendations based on analyses. Negotiate and persuade in order to reach compromises or gain support.

**Knowledge of:** The legislative process primarily at the federal level and secondarily at the state and local levels; principles and practices of legislative research and analyses; funding process as it relates to the Bureau of Reclamation (BOR), Army Corps of Engineers (ACOE) and the Environmental Protection Agency (EPA); federal grants process; legislation formats and language; principles of developing legislative language; District operations, practices and procedures; applicable federal (as well as state and regional) regulations and court decisions and their impacts on District operations; principles and practices of sound business communications; individual and group communications skills; presentation skills; written communication skills as applied to writing informational materials of varying degrees of technical complexity.

**Education and Experience:** Graduation from a four-year college or university with major coursework in political science, government, public policy, communications, public relations or a closely related field is strongly encouraged. Five years of policy, research, analytical experience with federal legislative/executive branch, preferably on Capitol Hill or in the Washington DC Metro area, with the US Government, in a trade association, or working in a government affairs office, is preferred. The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:** Possess and maintain a valid California driver's license and an acceptable driving record as position occasionally requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via surface (i.e. car, bus) or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; lift and or move approximately 25 pounds; and communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

***The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.***

**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE:** NETWORK SYSTEM ENGINEER

**DEPARTMENT:** FINANCE

**REPORTS TO:** ACCOUNTING MANAGER

**STATUS:** NON-EXEMPT

**SALARY GRADE:** R12

**Position Summary:**

Under general supervision maintains the District's network, telecommunication system maintenance, and information systems support. Responsible for the operation and maintenance of the network file servers, workstation desktops, network devices, internet connection and Cisco VOIP phone system; participates in the design and planning of the infrastructure; support for new applications and technologies; assists in hardware/software training to staff; interfaces with third party support and vendors; provides end user support and performs related assignments as required.

**Duties and Responsibilities (Essential Functions):**

**Network and Server Support:**

- Implement, configure, support, administrate, maintain and service the day to day operations of LAN, WAN & wireless data networks while ensuring maximum network uptime.
- 
- Design, setup and ensure the network has the capacity to meet the District's demand for growth and security. Configure and setup Cisco Firewall, multilayer switches and routers, VPN remote connection.
- Maintain critical backup system, duplication strategies and restoration testing for network business continuity planning for Exchange Server, Financial application, records management and database servers.
- Implement, maintain and monitor computer networks for security threats. Analyze security risks and develop response procedures. Develop and test software deployment tools, firewall and intrusion detection systems.
- Implement network security, including firewalls, manage host security, file permissions, system integrity and disaster recovery plan.
- Install, configure and maintain Microsoft applications, operating systems and Virtual Hyper-V. Planning and deploying of Exchange Server, Active Directory, database servers, E-mail archiving solution.
- Day to day administration, support, maintenance and monitoring of MS Exchange 2010/2013 infrastructure.
- Design, setup and maintain Virtual server environment for the District using MS Hyper-V technology.
- Participate in the development of network standards, operational procedures, training and special projects.

**Telecommunications Support :**

- Plan, recommend and assist in the design of telecommunications systems.

- Configure and maintain Cisco VOIP phone system.
- Configure and maintain VoIP Call Manager Systems and other related phone equipment.
- Provide support for voicemail box and call features; handsets and paging system.

**Workstation Desktops, Printers and other Support:**

- Maintain inventory of computer equipment and parts, and maintenance contracts.
- Provide computer hardware/software and multimedia equipment support to users.
- Provide technical support to the District's webpage.
- Maintain network and local printers and scanners.
- Procure, configure and maintain workstation hardware and software for the District and the Emergency Operation Center.
- Develop and evaluate options in infrastructure planning to support new applications and technologies.
- Provides support and assists users on hardware and Microsoft Office software.
- Maintain confidentiality with regard to the information being processed, stored or accessed by the network.
- Operate a variety of office and computer equipment in the performance of work assignments.
- Perform other duties as assigned.

**Qualifications (Knowledge, Skills and Abilities):**

**Knowledge of:**

- Personal computer hardware and software, Internet, e-mail systems, telecommunications, and data communications, standard operating systems, software packages and local and wide area networks systems.
- Development and maintenance of personal computers and peripheral equipment.
- Network and computer system security.
- A wide variety of application programs.
- Correct English usage, spelling, grammar, and punctuation.

**Ability to:**

- Plan, design, and maintain computer networks and servers; provide technical support to users; implement LAN and VoIP maintenance and management procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with other employees, vendors, contractors and the general public.
- Perform a variety of complex and responsible computer support work for staff, management and Board of Directors.
- Perform research and prepare documents and reports.
- Effectively represent the District, including its programs and policies with the public and other agencies.

**Education and Experience:**

Graduation from a four-year college or university with major coursework in computer science or mathematics, or a closely related field is strongly encouraged. Four years of experience performing network, telecommunication system maintenance, and information systems support.

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:**

Possess and maintain a valid California Driver's License and an acceptable driving record, as position may require driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

*The specific statements shown herein are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.*





**Education and Experience:**

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record, as position requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information;

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE: OFFICE ASSISTANT**

**DEPARTMENT: ADMINISTRATION**

**SUPERVISOR: ADMIN. SERVICES MGR.**

**STATUS: NON-EXEMPT**

**SALARY GRADE: R1**

**Position Summary:**

Under close supervision, performs routine clerical support functions in support of various department staff, including answering telephones, greeting and screening office visitors, filing, photocopying, prepare volume mailings, sorting, distribution of mail, entry-level typing, upkeep of meeting rooms, supply room and kitchen, and related duties as assigned. This is an entry level position.

**Duties and Responsibilities (Essential Functions):**

- Provide telephone support (answering, screening and referring telephone calls) greeting and announcing guests to the appropriate staff members.
- Customer service skills while handling visitors and telephone calls.
- Assist with set up and clean up of meeting rooms.
- Assist with processing and distribution of various types of mail.
- Send, receive, copy and distribute faxes in a timely manner.
- Assist in operating and monitoring the performance of the FAX, copier equipment and other office equipment and initiate action as necessary to assure they are in good working order.
- Act as courier within the County.
- Assist with scanning documents into the electronic records management system.
- Maintain neatness and order in the reception area, supply room, employee lunchroom, Board, conference rooms and other areas as assigned; restock supply items in various office areas as assigned.
- Provide assistance to administrative support staff and departments with assignments, as requested.

**Knowledge of:**

Customer-oriented office and telephone etiquette, correct English usage, including spelling, grammar and punctuation.

**Ability to:**

Ability to communicate clearly and effectively orally and in writing; operate a computer, standard office equipment and modern telephone equipment promptly, efficiently and calmly; handle a significant volume of caller interactions with a high degree of customer service skill; type accurately at a speed necessary to meet the requirements of the position; organize and exercise sound judgment

within areas of responsibility; prepare clear, accurate and concise records, establish and maintain highly professional working relationships with staff and others encountered in the course of work.

**Education and Experience:**

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record, as position requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

***The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.***

**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

<b>JOB TITLE:</b>	<b>PRINCIPAL ENGINEER</b>	
<b>DEPARTMENT:</b>	<b>PLANNING</b>	<b>SUPERVISOR: ASSISTANT GENERAL MANAGER</b>
<b>STATUS:</b>	<b>EXEMPT</b>	
<b>SALARY GRADE:</b>	<b>R17</b>	

**Position Summary:**

Under general direction, and often independently, coordinates, manages and performs necessary engineering, technical, financial, and policy analyses; assists the Assistant General Manager in District operations and management, departmental budget preparation, water supply and systems reliability planning and analysis, water issues analysis, costing and economic analysis, and supports staffing Metropolitan Water District Board Committees and Board Meetings; may assist in the governmental and public affairs of the District, including conservation, water quality, regulatory, and policy-making matters; and other special projects as required.

**Duties and Responsibilities (Essential Functions):**

- Prepares preliminary engineering, reports, water supply facility plans, water resource management and supply plans, water issue papers, financial policy, and administrative reports for presentation to staff and Board.
- May assist in direction and analysis of water usage, verifying computations, water sales and related financial data; prepares or oversees the preparation of periodic water rate forecasts based on Met and member agency projections.
- Assists member agencies with water resource planning, technical and operational information requests; communicates District activities to the public and member agencies.
- Provides support to management staff in attending Metropolitan Water District Board Committee and Board Meetings; assists in the review of Met programs and coordination with Met staff; coordinates with other Met member agencies; participates in Met member agency manager meetings and workshops, negotiations and assemblies as required; provides analysis and technical support on pending Met actions for MWDOC member agencies.
- Assists with annual budget preparation.
- Assists in the review and analysis of proposed water-related legislation; assists in developing strategy for communicating the District's position on local and regional issues, including those impacting Met, MWDOC member agencies and proposed legislation; assists in monitoring and analyzing activities of MWDOC member agencies and Met as required.
- Negotiates agreements on behalf of MWDOC member agencies.
- Assists in coordinating MWDOC's involvement with research organizations such as American Water Works Association Research Foundation (AWWARF) and the National Water Research Institute (NWRI).
- Participates in resolution of regional and statewide water issues as directed.
- Assists with other special projects as assigned.
- Represents the District at assigned meetings.

**Qualifications (Knowledge, Skills and Abilities):****Knowledge of:**

Local, regional and statewide water issues; water-related legislative issues; economic analyses, water engineering and operations; principles and practices of civil and water resources engineering, engineering mathematics and applicable laws with emphasis on hydraulics; principles and practices of public administration; computer operations, including word processing, spreadsheets, and the effective use of the Internet for communication and research. Familiarity with southern California's local and imported water resources and local water service agencies and geography is desirable.

**Ability to:**

Analyze complex technical issues which may involve significant economic, legal, institutional, and political constraints; prepare clear, comprehensive and persuasive oral and written reports; represent the District effectively in contacts with other governmental agencies, contractors, professional groups, the public and with others contacted in the course of work. Perform quantitative and qualitative research and prepare recommendations; organize and coordinate projects and priorities.

**Education and Experience:**

Graduation from a four-year college or university with major coursework in civil or environmental engineering or a closely related field is required. Eight years increasingly responsible engineering and project management experience, preferably on municipal or public works projects. The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:**

California registration as a Professional Engineer in good standing.

Possess and maintain a valid California driver's license and an acceptable driving record, as position occasionally requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

***The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.***

**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE:** PRINCIPAL WATER RESOURCES ANALYST  
**DEPARTMENT:** PLANNING **SUPERVISOR:** ASSISTANT GENERAL MANAGER  
**STATUS:** EXEMPT  
**SALARY GRADE:** R16

**Position Summary:**

Under general supervision, coordinates, researches, monitors and analyzes a wide range of difficult-to-complex special projects dealing with water issues and other related project work; provides information exchange in the development of regional projects; seeks funding assistance for funding of local projects; stays abreast of, and researches resolution alternatives on issues regarding local water storage and reliability, long-term rate structure, drought plan implementation, salinity management and other local water issues; may assist in analysis of water usage, verifying computations, water sales and related financial data; assists in the preparation of periodic water rate forecasts based on member agency projections; other duties as required.

**Duties and Responsibilities (Essential Functions):**

- Attends meetings of member agencies and MET to keep apprised of local needs.
- Participates in information and analysis exchanges between MWDOC and its member agencies; analyzes and synthesizes information for presentation to various agencies.
- Provides information exchange in the development of regional projects and seeks funding assistance from MET for funding of local projects.
- Keeps abreast of, and researches resolution alternatives to, issues regarding local water storage and reliability, implementation of a long-term rate structure from MET, drought plan implementation, salinity management and other local water issues.
- Assists in the review of MET programs and analysis and technical support on pending MET actions for MWDOC member agencies.
- Assists in developing strategy for communicating the district's position on local and regional issues.
- Assists with special projects as assigned.
- Represents the District at assigned meetings.

**Qualifications (Knowledge, Skills and Abilities):**

**Ability to:**

- Analyze, synthesize and communicate complex technical issues and policy issues to a variety of audiences
- Prepare clear, comprehensive and persuasive oral and written reports.
- Perform quantitative and qualitative research and prepare recommendations.
- Organize and coordinate projects and priorities.
- Establish and maintain effective working relationships with Metropolitan staff , Metropolitan’s member agencies, MWDOC’s member agencies, other governmental officials, consultants and other parties.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
- Communicate clearly and concisely, orally and in writing.
- Represent the District effectively in contacts with other governmental agencies, contractors, professional groups, member agencies, the public, and others contacted in the course of work.

**Knowledge of:**

- Local and regional water issues.
- Water-related legislative issues and economic analyses.
- Water engineering and operations.
- Principles and practices of public administration.
- Computer operations, including word processing, spreadsheets, and effective use of the Internet for communication and research.
- Southern California’s local and imported water resources, Metropolitan Water District of Southern California and local water service agencies.

**Education and Experience:**

Any combination of education and experience that would provide the necessary skills, knowledge and abilities required to perform the job, including but not limited to: A degree in business or public administration, political science, engineering, or a closely related field; Municipal or public works project experience desirable and five years of water engineering and operations experience.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record as position occasionally requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard,



telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

***The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.***

**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

<b>JOB TITLE:</b>	<b>PRINCIPAL WATER RESOURCES PLANNER</b>		
<b>DEPARTMENT:</b>	<b>METROPOLITAN WATER ISSUES</b>	<b>SUPERVISOR:</b>	<b>GENERAL MANAGER</b>
<b>STATUS:</b>	<b>EXEMPT</b>		
<b>SALARY GRADE:</b>	<b>R17</b>		

**Position Summary:**

Under general direction, this position coordinates, manages and performs necessary technical, financial, and policy analyses; water supply and system reliability planning and analysis, water issues analysis, cost-benefit and economic analysis, and provides general support of Municipal Water District of Orange County's (MWDOC) role as a member agency of the Metropolitan Water District of Southern California. Attends Metropolitan Water District Board and Committee meetings; provides primary staff support and analysis for the MWDOC management and leadership team, Board and MWDOC MET Directors on key Metropolitan technical, financial and policy issues. Participates in MET member agency dialogues and workgroups. Monitors statewide water issues that impact Metropolitan's and MWDOC's supply reliability and cost. May assist in other duties of the District including governmental and public affairs, water use efficiency, departmental budget preparation, water quality, regulatory issues, rate implementation, policy-making matters; and other special projects as required. Coordinates, researches, monitors and analyzes a wide range of difficult-to-complex special projects dealing with water issues and policies as required.

**Duties and Responsibilities (Essential Functions):**

- Reviews, develops, recommends, implements and administers complex programs, guidelines and procedures relative to the District and Metropolitan Water District of Southern California as it relates to providing water service to its member agencies.
- Works with the Board of Directors and MWDOC's MET Directors to provide technical and administrative support on water policy matters.
- Advocates, promotes, and protects the interests of MWDOC and its member agencies at Metropolitan. Works in cooperation with other MET member agencies to keep abreast of developing issues and to gain support and understanding of MWDOC's objectives.
- Attend all Metropolitan Committee, Board and special workshop meetings, MET member agency meetings, other MET member agency work groups as well as the MWDOC committee and Board meetings, and other meetings as requested to represent MWDOC.
- Establishes and maintains professional working relationships with the District's member agencies, the Metropolitan member agencies and Metropolitan staff members to assure the accurate exchange of information and understanding of the various positions on water issues.
- Evaluates alternatives and recommends strategy and policy changes consistent with Board and management direction.
- Manage and direct the Water Resource Planner position

- Work with the MWDOC's delegation to promote MWDOC's interests and attend meetings of Met, MWDOC, and local agencies to keep apprised of local and regional water issues.
- Assist in the development of regional and local projects by seeking funding assistance from MET and other governmental entities.
- Research and analyze issues regarding local and regional water storage and reliability plans, which include MET's Water Surplus and Drought Management Plan (WSDM), Water Supply Allocation Plan, Water Conservation Plan, Integrated Resource Plan, Urban Water Management Plans, salinity management plan and other regional and local water supply and reliability plans.
- Assist in analysis of water usage, verifying computations, water sales and related financial data; assists in the preparation of periodic water rate forecasts based on MET and member agency projections.
- Assist OCWD with information exchanges, import water and basin analyses, conjunctive use operations, replenishment operations, developing operating plans and other areas of support as required.
- Assist in the review of MET programs and analysis on pending MET action associated with MWDOC member agencies projects and/or programs.
- Provide assistance with the District's annual budget preparation.
- Provide assistance in developing strategy for communicating the District's position on local and regional issues.
- Assist and manage other special projects as assigned.
- Prepares and presents to the MWDOC Board and Committee on related to water issues.
- Represents the District at assigned meetings.

#### **Qualifications (Knowledge, Skills and Abilities):**

##### **Ability to:**

- Analyze, synthesize and communicate complex technical issues and policy issues to a variety of audiences
- Prepare clear, comprehensive and persuasive oral and written reports.
- Perform quantitative and qualitative research and prepare recommendations.
- Organize and coordinate projects and priorities.
- Establish and maintain effective working relationships with Metropolitan staff and board, Metropolitan's member agencies, MWDOC's member agencies, other governmental officials, consultants and other parties.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
- Communicate clearly and concisely, orally and in writing.
- Represent the District effectively in contacts with other governmental agencies, contractors, professional groups, member agencies, the public, and others contacted in the course of work.

##### **Knowledge of:**

- Local and regional water issues.
- Water governance and institutional structure
- Water-related legislative issues
- Water financing and economics.
- Water engineering and operations.
- Principles and practices of public administration.

- Computer operations, including word processing, spreadsheets, database, Powerpoint, and effective use of the Internet for communication and research.
- Southern California's local and imported water resources, in particular Metropolitan Water District of Southern California

**Education and Experience:**

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Graduation from a four-year college or university with major coursework in public administration, political science, public policy, engineering, economics or a closely related field is strongly encouraged and five years of water governance/institutional structure experience. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record as position requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE:** PUBLIC AFFAIRS ASSISTANT  
**DEPARTMENT:** PUBLIC AFFAIRS **SUPERVISOR:** DIRECTOR OF PUBLIC AFFAIRS  
**STATUS:** NON-EXEMPT  
**SALARY GRADE:** R6

**Position Summary:**

Under direct supervision, performs a variety of responsible administrative and office support services and performs a variety of specialized administrative support functions for the Public Affairs Department and/or management staff. The incumbent possesses a thorough knowledge of District policies, procedures and practices, with a degree of independence and accountability for results.

**Duties and Responsibilities (Essential Functions):**

- ~~• Maintain department calendar; arrange travel schedules and confirm conferences, meeting arrangements; may type meeting agendas; may attend meetings/take meeting notes; generate periodic reports.~~
- Assist in the planning, coordination and execution of events and meetings including quarterly Water Policy Forum & Dinners, the Orange County Water Summit, ISDOC, WACO and special events.
- Develop text and graphic design treatments for a variety of communication materials including, brochures, flyers, and signage for programs related to public affairs, community outreach, and other activities.
- ~~• Updates MWDOC and Member Agency Directory.~~
- ~~• Input, tracking and maintenance of ACT database.~~
- Compose, type, format, edit, revise, proofread and print a variety of reports, letters, correspondence, agreements, specifications, presentation materials, manuals, press and media releases and other documents and materials ranging from routine to complex.
- Create forms, charts, tables and spreadsheets involving data manipulation; reviews documents for accuracy, completeness and compliance with District requirements.
- Respond to requests for information and complaints from officials, member agency staff and the public and refer requests or complaints to appropriate staff.
- Greet, answer, screen and refer visitors and telephone calls, providing information and handling of issues that may require sensitivity and the use of sound independent judgment; maintain a high level of customer service while assisting customers in person and by telephone.
- Maintain spreadsheets of purchases and expenses; prepare and follow-up on purchase requisitions and orders; obtain competitive bids for small purchases and select vendors; work with purchasing and department managers to resolve purchasing, contract and/or invoicing problems; verify invoices for accuracy and completeness and obtain approval for payment; resolve discrepancies with the finance department.
- Assist with social and digital media as well as emerging media platforms. May provide back up to administrative support staff.

- May provide guidance, work direction and training to Public Affairs other clerical employees interns on office practices and procedures.
- May compile data and draft monthly and special activity reports and charts for review and completion to meet established District deadlines.
- Maintain requests for speakers to clubs, cities, etc.
- Coordinate purchase of marketing materials/giveaway items for the department~~supplies for department.~~
- Assist with posting information on the District's website and social media platforms.
- Establish and maintain cooperative working relationships.

**Qualifications (Knowledge, Skills and Abilities):**

**Knowledge of:**

Office practices and procedures as well as District policies and precedents; development and maintenance of filing and recordkeeping systems; advanced level proficiency in the use of word processing, spreadsheets, and database functions to prepare a variety of routine to moderately complex documents, presentations and materials; correct English usage, spelling, grammar, and punctuation.

**Ability to:**

Type at a speed necessary for successful job performance; operate a computer using word processing and a variety of other standard software; organize, set priorities and exercise sound independent judgment within areas of responsibility; interpret, apply, explain and reach sound decisions in accordance with regulations, policies and procedures; organize research and maintain office, confidential and specialized files and complex filing systems; compose correspondence, prepare documents and make arrangements from brief instructions; communicate clearly and effectively, orally and in writing both with District staff and outside groups and individuals; understand and follow oral and written instructions; prepare clear, accurate and concise records and reports; maintains sensitive and confidential information; use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned people; establish and maintain effective working relationships with District executives and managers, board members, officials of member agencies, representative of other governments agencies, staff and others encountered in the course of work.

Coordinate and implement communications strategies, public affairs programs, education programs, and community outreach efforts to meet the District's strategic goals and objectives. Demonstrate creative approaches in creating effective graphic designs and layouts for use in public information and government affairs programs. Implement multiple projects simultaneously and prioritize while ensuring that project objectives and deadlines are met.

**Education and Experience:**

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

Three (3) years of increasingly responsible experience in performing a variety of office and administrative support work and customer service.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record, as position occasionally requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE: PUBLIC AFFAIRS COORDINATOR**

**DEPARTMENT: PUBLIC AFFAIRS**

**SUPERVISOR: PUBLIC AFFAIRS MANAGER OR  
DIRECTOR OF PUBLIC AFFAIRS**

**STATUS: NON-EXEMPT**

**SALARY GRADE: R8**

**Position Summary:**

Under direct supervision, assists in coordinating, and implementing the District's Public Affairs programs, events, digital and social media, and outreach materials related to education, water use efficiency, community engagement, public relations, industry relations and other communication efforts developed for internal and external audiences. These activities are intended to increase understanding, awareness and support of the District's mission, goals, and objectives.

**Duties and Responsibilities (Essential Functions):**

- Develops and maintains effective relationships with District board members and employees, with MWDOC's 28 member agencies and Metropolitan staff, elected officials, community and stakeholder groups, members of the public, and representatives of other government agencies and related organizations; provides customer service and assistance as required.
- Assists in coordinating effective text and graphic design layouts for a variety of communication efforts, including public information, community outreach, digital and social media, inspection trip program, and special events. Materials include but are not limited to, brochures, flyers, event programs, infographics, briefing papers, collages, logos, hallway displays, presentations and webpage layouts.
- Assists department supervisor in coordinating and implementing the MWDOC/Metropolitan Inspection Trip Program by working closely with MWDOC/Metropolitan Directors and staff, elected officials, community leaders, and other key stakeholder groups to conduct inspection trips educating stakeholders about the planning, procurement, and management of Southern California's water supply. Activities include developing itineraries; registering and preparing/delivering all correspondence between guests, Directors and Metropolitan staff; providing graphics and a variety of educational materials both in print and electronic form; staffing the trips; and representing the District as the liaison between guests, presenters, the hosting director, and Metropolitan staff.
- Assists in coordinating the implementation of the District's social media program across multiple platforms. Reviews and edits content created by Public Affairs interns.
- Coordinates the annual MWDOC Poster & Slogan and Photography and Digital Arts contests.
- Assists in the planning, coordination and implementation of events and meetings including quarterly Water Policy Forum & Dinners, the O.C. Water Summit, the annual DC Congressional Luncheon and Dinner, the Elected Officials Forum and a variety of other community and special events. Serves as event liaison for registered guests, table sponsorships, members of community and stakeholder groups, MWDOC member agency representatives and representatives of other



government agencies and related organizations, District board members and other elected officials. Provide timely customer service to MWDOC member agencies and members of the public. If necessary, refer requests or complaints to appropriate District staff member.

- Maintains inventory of community event giveaways and event materials, and coordinate purchase of these supplies for the department.
- Participates in the preparation and coordination of request for proposals and agreements for various specialized professional services contracts.
- Assists with posting information on the District's website.
- Maintains ACT database
- Conducts research and work on special projects as assigned.

**Qualifications (Knowledge, Skills and Abilities):**

**Knowledge of:**

Office practices and procedures as well as District policies and procedures; program management; event planning and preparation; writing techniques; website maintenance; social media marketing; methods and techniques of graphic design, layout and print production; advanced level proficiency in the use of word processing, spreadsheets, database functions and graphic design software to prepare a variety of routine to moderately complex documents, presentations and materials; correct English usage, spelling, grammar, and punctuation.

**Skills and Abilities:**

- Communicate clearly and effectively, both verbally and in writing; edit written materials.
- Exercise sound judgment and decision making skills in situations involving the administration of District programs and activities.
- Provide excellent customer service when communicating with a variety of audiences and stakeholders.
- Demonstrate the ability in creating effective graphic designs and layouts for use in public information and other District programs.
- Coordinates multiple projects simultaneously and prioritize while ensuring that project objectives and deadlines are met.
- Operate a computer using word processing, spreadsheets, databases and other standard software. Ability to use graphic design software (Adobe Photoshop, Illustrator, InDesign).
- Understand both social and digital media platforms including mobile apps and web layout, social media content structure and analytics.
- Organize, set priorities and exercise sound judgment within areas of responsibility; interpret, apply, explain and reach sound decisions in accordance with regulations, policies and procedures; use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned people; establish and maintain effective working relationships with District executives and managers, board members, officials of member agencies, representative of other government agencies, staff and others encountered in the course of work.

**Education and Experience:**

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

Five (5) years of increasingly responsible experience in coordinating and/or implementing Public Affairs and/or Communications programs.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record, as position occasionally requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. Required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

<b>JOB TITLE:</b>	<b>PUBLIC AFFAIRS MANAGER</b>	
<b>DEPARTMENT:</b>	<b>PUBLIC AFFAIRS</b>	<b>SUPERVISOR: DIRECTOR OF PUBLIC AFFAIRS</b>
<b>STATUS:</b>	<b>NON-EXEMPT</b>	
<b>SALARY GRADE:</b>	<b>R13</b>	

**Position Summary:**

Under general supervision, develops, implements, and oversees the District's Public Affairs programs related to education, marketing, public relations, media relations, community outreach, and other communication efforts developed for internal and external audiences. These activities are intended to increase understanding and support of the District and to advance the organization's mission, goals, and objectives. The Public Affairs Manager represents the District at local and regional meetings and events, and coordinates activities with the District's member agencies and other affiliated agencies.

**Duties and Responsibilities (Essential Functions):**

Assists in the implementation and administration of District Public Affairs Program activities, including:

- **Marketing:** Develops and executes marketing materials for Water Use Efficiency, Public Affairs, and other program areas as needed.
- **Event Planning:** Plans and manages quarterly Water Policy Dinner events.
- **Community Outreach:** Identifies and participates in community events and other outreach activities.
- **Public Relations:** Manages and/or executes the District's public relations activities; assists in the planning of proactive media relations efforts.
- **Media Relations:** Helps develop and maintain positive media relations; conducts proactive media outreach; writes press releases and develops other media initiatives.
- **New Media:** Oversees the District website and redesign projects; oversees the implementation of social media and other forms of new media.
- **Communications:** Assists with the development of Board briefings; manages and implements the development of all external communication efforts within all media platforms, including traditional and social media. Prepares detailed Board reports and makes presentations to Board/Committee and attends Board/Committee meetings.
- **Emergency Response:** Participates in emergency response initiatives, including planning, exercises, and actual emergency events.
- **Board Relations:** interfaces in a professional manner with Board members and other elected officials.
- **Member Agency Relations:** Develops and maintains positive working relationships with MWDOC's member agencies; provides customer service and assistance as required.
- **Planning:** Actively participates in the development of Public Affairs department strategic planning objectives and tactics; assists in developing Public Affairs and School Program budgets.
- **Supervisory:** Reviews and integrates the work of assigned staff; monitors work and project plans to achieve strategic goals and objectives.
- **Conducts new hire orientation** including overview and history of MWDOC.
- **Works closely with Public Affairs Supervisor** in achieving department and District goals.
- **Assists in the implementation of the School Program**, including budget tracking and general program monitoring.

**Qualifications (Knowledge, Skills and Abilities):****Knowledge of:**

Principles, methods and practices applied in design and implementation of Public Affairs programs; program management; event planning; methods and techniques of writing for a variety of audiences; marketing, advertising and public relations industry practices, trends, and platforms; website management and maintenance; social media marketing; branding; principles, methods and techniques of graphic design, layout and print production; oral presentation development and techniques; correct English usage, including spelling, grammar and punctuation.

**Skills and Abilities:**

- Develop and maintain effective relationships with District board members and employees, elected officials, community and stakeholder groups, members of the media, members of the public, and representatives of other government agencies and related organizations.
- Develop and implement new communications strategies, public affairs programs, education programs, and community outreach efforts to meet the District's strategic goals and objectives.
- Develop marketing and outreach plans; evaluate the success of public affairs programs and activities. Demonstrate creative approaches in creating effective graphic designs and layouts for use in public information and education programs.
- Organize and lead regional meetings, and deliver presentations to regional audiences. Plan regional events.
- Communicate clearly and effectively, both verbally and in writing; edit written materials.
- Ensure that program and project objectives and deadlines are met.
- Interpret information and situations and make recommendations in accordance with applicable policies.
- Exercise sound judgment and decision-making in situations involving the administration of District programs and activities.
- Provide excellent customer service when communicating with a variety of audiences and stakeholders. Operate a computer using word processing, spreadsheets, databases, and other standard software. Ability to use graphic design software (Adobe Photoshop, Illustrator, InDesign, etc.) is preferred. Maintain accurate files and records.

**Education and Experience:**

Graduation from a four-year college or university with major coursework in Public Relations, Communications, Marketing as well as seven years of progressively responsible experience in Public Affairs or Community Outreach; or any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

**Special Requirements:**

A valid California Class C driver's license and ability to maintain insurability under the District's Vehicle Insurance Policy.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE:** PUBLIC AFFAIRS SPECIALIST  
**DEPARTMENT:** PUBLIC AFFAIRS **SUPERVISOR:** DIRECTOR OF PUBLIC AFFAIRS  
**STATUS:** NON-EXEMPT  
**SALARY GRADE:** R10

**Position Summary:**

Under general supervision, develops, coordinates, and implements Public Affairs programs related to education, marketing, community outreach, public relations, media relations, branding, and other communication efforts developed for internal and external audiences. These activities are intended to increase understanding, awareness and support of the District’s mission, goals, and objectives. The Public Affairs Specialist may represent the District at local and regional meetings, and coordinates public affairs activities with the District’s member agencies and other affiliated public agencies.

**Duties and Responsibilities (Essential Functions):**

Develops and implements the District’s Public Affairs programs, including:

- Education: Coordinates educational programs and activities, including the Water Education School Program, the OC Water Hero Program, and the Children’s Water Education Festival.
- Marketing: Develops and implements a variety of marketing efforts for Public Affairs, Water Use Efficiency, and other program areas as needed.
- Event Planning: Assists with event planning, execution, and follow-up.
- Community Outreach: Plans and coordinates MWDOC’s involvement in community events.
- Public Relations: Assists with public relations efforts, including writing and editing press releases, social media releases, and other public information activities.
- Media Relations: Develops and maintains media contact lists and relationships with local media; proactively engages the media in promoting MWDOC policies, events, and initiatives.
- New Media: Maintains the District website; responsible for website redesign projects; implements social media and other forms of new media.
- Branding: Assists with implementation and oversight of brand management efforts.
- Communications: Assists with the development of Board materials, briefing papers and information packets; assists with the development of all external communication efforts within all media platforms, including traditional, digital and social.
- Stakeholder Engagement: Acts as liaison with a variety of stakeholder groups, including government, community, and non-profit.
- Member Agency Relations: Develops and maintains positive working relationships with MWDOC’s 28 member agencies; provides customer service and assistance as required.
- Administrative: Coordinates, edits, and synthesizes departmental reports; participates in budgeting processes.

**Qualifications (Knowledge, Skills and Abilities):****Knowledge of:**

Principles, methods and practices applied in the development and implementation of Public Affairs programs; program management; event planning; methods and techniques of writing for a variety of audiences; marketing, advertising and public relations industry practices, trends, and platforms; website management and maintenance; social media marketing; branding; principles, methods and techniques of graphic design, layout and print production; oral presentation development and techniques; correct English usage, including spelling, grammar and punctuation.

**Skills and Abilities:**

- Implement new communications strategies, public affairs programs, education programs, and community outreach efforts to meet the District's strategic goals and objectives.
- Maintain effective relationships with District board members and employees, elected officials, community and stakeholder groups, members of the media, members of the public, and representatives of other government agencies and related organizations.
- Demonstrate creative approaches in creating effective graphic designs and layouts for use in public information and education programs.
- Public speaking and plan events.
- Ensure that program objectives and deadlines are met.
- Interpret information and situations and make recommendations in accordance with applicable policies.
- Exercise sound judgment and decision-making in situations involving the administration of District programs and activities.
- Communicate clearly and effectively, both verbally and in writing; edit written materials.
- Provide excellent customer service when communicating with a variety of audiences and stakeholders.
- Monitor and respond to social media platforms on an on-going basis.

Operate a computer using word processing, spreadsheets, databases, and other standard software. Ability to use graphic design software (Adobe Photoshop, Illustrator, InDesign) is preferred. Knowledge and understanding of best business communications theory and practices is required. Maintain accurate files and records.

**Education and Experience:**

Graduation from a four-year college or university with major coursework in Public Relations, Communications, Marketing or a closely related field is strongly encouraged, as well as three years of progressively responsible experience in Public Affairs or Community Outreach or any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

**Special Requirements:**

A valid California Class C driver's license and ability to maintain insurability under the District's Vehicle Insurance Policy.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. Required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

<b>JOB TITLE:</b>	<b>PUBLIC AFFAIRS SUPERVISOR</b>	<b>SUPERVISOR:</b>	<b>DIRECTOR OF PUBLIC AFFAIRS</b>
<b>DEPARTMENT:</b>	<b>PUBLIC AFFAIRS</b>		<b>OR PA MANAGER</b>
<b>STATUS:</b>	<b>NON-EXEMPT</b>		
<b>SALARY GRADE:</b>	<b>R11</b>		

**Position Summary:**

Under general supervision, performs a variety of routine to complex professional-level duties; participates in the development, implementation, and coordination of public relations and community outreach activities within the Public Affairs Division; provides creative services for newsletters, brochures, presentations, information posters and award applications.

The Public Affairs Supervisor coordinates Public Affairs activities with the District's member agencies and other affiliated agencies and supervises the work of interns engaged in implementing and administering the District's Public Affairs programs.

The Public Affairs Supervisor may represent the District at local meetings, events, and on District-hosted tours, and coordinates public affairs activities with District board members and other elected officials, as well as with the District's member agencies and other affiliated public agencies.

**Duties and Responsibilities (Essential Functions):**

Oversees the implementation and administration of District Public Affairs Program activities, including:

- Inspection Trip Program: Plans and coordinates MWDOC MET Director Inspection Trips and other local tours and attends and represents the District on tours.
- Event Planning: Plans and oversees quarterly Water Policy Dinner events; assists with planning the annual OC Water Summit and other MWDOC events.
- Community Outreach: Helps identify and plan MWDOC's participation in community events and other outreach activities.
- New Media: Helps maintain the District website and redesign projects and assists with the implementation of social media and other forms of new media.
- Public Affairs Workgroup: Helps to ensure the success of regional public affairs programs and activities through the Public Affairs Workgroup; attends monthly Public Affairs Workgroup meetings with MWDOC's member agencies.
- Education: Helps oversee the Water Education School Program contract; oversees the OC Water Hero Program.
- Emergency Response: Participates in emergency response initiatives, including planning, exercises, and actual emergency events.
- Board Relations: interfaces in a professional manner with Board members and other elected officials.
- Member Agency Relations: Develops and maintains positive working relationships with MWDOC's member agencies; provides customer service and assistance as required.
- Administrative: Assists in writing board reports and program status reports as necessary; participates in the budgeting process for public affairs and education programs.
- Internship Program: supervisors department interns and coordinates with human resources department. Also serves as the District's internship program liaison. Meets quarterly with all

MWDOC department interns to establish both the District's and intern's goals and objectives, as well as to identify growth opportunities both inside and outside of the organization. Facilitates meetings with department supervisors to discuss intern's work assignments and short and long-term goals.

- Supervisorial: reviews and integrates the work of interns; monitors work and project plans to achieve strategic goals and objectives.

### **Qualifications (Knowledge, Skills and Abilities):**

#### **Knowledge of:**

Principles, methods and practices applied in design and implementation of Public Affairs programs; program management; event planning; website management and maintenance; social media marketing; principles, methods and techniques of graphic design, layout and print production; oral presentation development and techniques; correct English usage, including spelling, grammar and punctuation.

#### **Skills and Abilities:**

- Ensure that program and project objectives and deadlines are met.
- Develop and maintain effective relationships with District board members and employees, elected officials, community and stakeholder groups, members of the media, members of the public, and representatives of other government agencies and related organizations.
- Demonstrate creative approaches in creating effective graphic designs and layouts for use in public information and education programs.
- Plan regional events.
- Communicate clearly and effectively, both verbally and in writing; edit written materials.
- Exercise sound judgment and decision-making in situations involving the administration of District programs and activities.
- Provide excellent customer service when communicating with a variety of audiences and stakeholders. Operate a computer using word processing, spreadsheets, databases, and other standard software. Ability to use graphic design software (Adobe Photoshop, Illustrator, InDesign, etc.) is preferred. Maintain accurate files and records.

### **Education and Experience:**

Graduation from a four-year college or university with major coursework in Public Relations, Communications, Marketing as well as five years of progressively responsible experience in Public Affairs or Community Outreach; or any combination of education and experience that would likely provide the necessary knowledge and abilities.

### **Special Requirements:**

A valid California Class C driver's license and ability to maintain insurability under the District's Vehicle Insurance Policy.

### **Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

<b>JOB TITLE:</b>	<b>RECORDS COORDINATOR</b>		
<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>	<b>SUPERVISOR:</b>	<b>ADMIN. SERVICES MGR.</b>
<b>STATUS:</b>	<b>NON-EXEMPT</b>		
<b>SALARY GRADE:</b>	<b>R7</b>		

**Position Summary:**

Under general supervision, performs a variety of analytical and administrative duties involved in the development, implementation and administration of the District's records management and retention program in accordance with legal requirements and records management policies and procedures; organizes, coordinates and maintains the District's centralized records management program, involving the receipt, retention and disposal of District documents and records; conducts records compliance surveys and inventories; conducts training in records managements issues and practices; and performs related duties a assigned.

**Duties and Responsibilities (Essential Functions):**

- Maintains all files in central files room; processes material and prepares filing aids, storage and retrieval of materials.
- Maintains, updates, and enforces District-wide retention schedules, policies and procedures, and manuals for records management, and vital records protection and preservation.
- Works with District staff to develop and install processes to fully comply with District records management requirements.
- Assists in evaluating and recommending appropriate solutions to departments and Agency wide records management issues;
- Coordinates and conducts records management training programs.
- Maintains electronic records indexing and databases including all active, inactive, vital and historical paper and electronic records.
- Maintains and coordinates District-wide off-site records storage systems; implements policies and procedures for storing, tracking, securing, retrieval and the destruction of records.
- Provides documents, records and information to District personnel and the general public; conducts research and gathers information and record data as required.
- Maintains a vital records program including official records of the Board of Directors and other documents and files; assists in carrying out standards and procedures for the archiving and retention of historic District records and documents.
- Conducts records compliance surveys, inventories, and audits to ensure compliance with established District policies and procedures and state and federal laws and regulations.
- Analyzes both paper and electronic record keeping systems and recommends improvements; recommends new systems and the use of emerging technologies and imaging systems.
- Operates document imaging equipment, and computer to establish and maintain program databases and indexes and to track and retrieve records.
- Maintains District's central library; files and monitors checkout of library materials.

- May attend and participate in professional groups; stays abreast of new trends and innovations in the files of records retention.
- May operate a multi-line telephone console on a relief basis, receiving calls and giving information to callers as appropriate, screening and routing calls to appropriate staff.
- May provide assistance to other Administrative support staff, as needed.

**Qualifications (Knowledge and Abilities):**

**Ability to:**

Coordinate the District-wide records management program which includes; participate and assist in the implementation of goals, objectives, policies and procedures for providing District-wide records management functions; exercise sound judgment within established guidelines; code, file and retrieve a wide variety of materials under a comprehensive records management system, provide information and organize material in compliance with laws, regulations and policies; stay abreast of new technologies used to automate records systems; Operate a personal computer and other standard office equipment; Identify records management problems, reach sound conclusions and recommend improved procedures;

Organize work, set priorities and provide support to meet records management needs and deadlines;; maintain information and generate reports utilizing computer equipment; code, file and retrieve a wide variety of materials/documents under a comprehensive records management system;

Prepare clear and accurate reports and other written correspondence; effectively present information to District staff; establish and maintain effective working relationships with staff, and others encountered in the course of work; understand and carry out verbal and written instructions; establish and maintain accurate, complex and comprehensive records; assemble, copy, record and transcribe data and information; type and or enter data at a speed necessary for successful job performance. Communicate effectively with staff and public; be diplomatic, poised, and tactful; use good judgment in all situations; and work accurately with frequent interruptions.

**Knowledge of:**

Operations, services, activities, principles, practices, methods and techniques of records management; local, state and federal laws relating to retention requirements for a wide variety of documents; procedures, techniques and methods of document preservation; computer and database applications used in records management, word processing and standard computerized business programs; and imaging processes, equipment; and associated record keeping requirements; information storage and retrieval systems; standard office practices and equipment; correct English usage, including spelling, grammar and punctuation; business mathematics; effective safety practices and procedures; and multi-line telephone systems.

**Education and Experience:**

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. ~~Three-Five~~ years of experience involving the development and maintenance of records with a records management program, preferably in a governmental setting is desired or any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record, as position requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

<b>JOB TITLE:</b>	<b>SR. ACCOUNTANT</b>	<b>SUPERVISOR:</b>	<b>ACCOUNTING MANAGER</b>
<b>DEPARTMENT:</b>	<b>FINANCE</b>		
<b>STATUS:</b>	<b>NON-EXEMPT</b>		
<b>SALARY GRADE:</b>	<b>R10</b>		

**Position Summary:**

Under general supervision, performs moderately complex professional accounting services; monitors, maintains and administers significant accounting and investment functions involving the recording and reporting of financial and investment transactions. The Sr. Accountant performs the same duties as the Accountant but is distinguished from the lower level by the degree of experience, complexity of work, and amount of independence required in the performance of assigned work.

**Duties and Responsibilities (Essential Functions):**

- Assists in the development and implementation of policies and priorities related to the activities of the assigned function; assist in planning, organizing and participating in the functions and activities of the assigned accounting operations.
- Maintains worksheets of financial transactions; monitors the posting, balancing and reconciliation of the general ledger and trustee accounts; examines all accounting transactions to ensure accuracy; correct financial records as necessary.
- Provides complete and accurate financial reports; prepares interim financial statements and reports; reviews and interprets financial results with narrative explanations, ratio analyses and graphic reports for management staff and Board of Directors.
- Audits and reconciles daily cash receipts to bank transactions, investment portfolios and accounts payable documents.
- Reviews payroll and payroll tax reports and special payroll and benefit plan calculations.
- Reviews grant reports for compliance with contract provisions and regulations
- Coordinates the repayment of utility debts and lease obligations in accordance with bond covenants and other legal requirements.
- Assists with quarterly reviews and annual audit conducted by independent auditors, assists in the preparation of annual report and annual budget.
- Maintains an in-depth knowledge of all modules of the District Integrated Accounting software, ability to troubleshoot when necessary.
- Coordinates all phases of payroll function including the preparation of Federal and State reports and the issuance of W-2s and 1099s.
- Ensures the compliance of water utilities accounting transactions with generally accepted accounting principles, Federal and State regulatory agencies.
- Performs related duties and responsibilities as required.
- Acts as Alternate Deputy Treasurer in absence of Deputy Treasurer.

**Qualifications (Knowledge, Skills and Abilities):****Ability to:**

Analyze and evaluate accounting and auditing problems; develop and implement accounting system modifications; analyze and interpret financial and accounting records; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including District officials and government agencies.

**Knowledge of:**

Principles and practices of accounting and auditing and their application to a wide variety of accounting transactions and problems; laws regulating public finance and fiscal operations; methods and practices of debt service analyses; principles and practices of cash management and financial modeling; pertinent Federal, State and local laws, rules, codes and ordinances; automated financial management systems; modern office methods, practices, procedures and equipment.

**Education and Experience:**

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Graduation from a four-year college or university with major coursework in accounting, finance, business administration or a closely related field is strongly encouraged and three years of accounting and auditing experience, preferably in a public utility; or any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record, as position occasionally requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.



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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

<b>JOB TITLE:</b>	<b>SR. ADMINISTRATIVE ASSISTANT</b>	
<b>DEPARTMENT:</b>	<b>ADMINISTRATION</b>	<b>SUPERVISOR: ADMIN. SERVICES MGR.</b>
<b>STATUS:</b>	<b>NON-EXEMPT</b>	
<b>SALARY GRADE:</b>	<b>R6</b>	

**Position Summary:**

Under general supervision, performs a variety of specialized, highly responsible and complex administrative functions in support of District-wide department staff, requiring specialized knowledge and skills, including advanced level Microsoft Office skills, including large document management, references, page layout and mail merge and intermediate skills with database are necessary. Responsible for all other work related duties as assigned.

The Sr. Administrative Assistant is distinguished from Administrative Assistant in that Sr. Admin. Assistant performs more specialized administrative support functions at a more advanced skill level. Assigned work requires the use of judgement in selecting appropriate procedures and solving routine and non-routine problems based on knowledge gained through experience.

**Duties and Responsibilities (Essential Functions):**

- Assemble and collate large reports in Word and Acrobat format, including pagination, table of contents and proper layout and formatting.
- File and maintain forms, documents and correspondence including scanning and indexing to electronic format as needed.
- May assist with input and scanning of documents to the records management system.
- Perform updates to Act database and export reports to Excel.
- Create mail merge documents.
- Plan and organize meetings.
- Completes special projects and assignments.
- Assist with maintaining neatness and order in the reception area, supply room, employee lunchroom, Board, conference rooms and other areas as assigned; restock supply items in various office areas as necessary.
- Meeting set up and clean up, including reconfiguration of seating arrangements.
- Maintain and schedule appointments and meetings through Outlook.
- Provide telephone support (answering, screening and referring telephone calls) greeting and announcing guests to the appropriate staff members.
- Conducts research and gathers information.
- Prepare purchase requisitions.
- Prepares, types, edits and proofreads correspondence, memoranda and other documents.
- Customer service skills while handling visitors and telephone calls.
- May process and distribute various types of mail, packages, office supplies, delivery of packages within the office.
- Operates and monitors performance of the FAX, copier equipment and other office equipment and initiate action as necessary to assure they are in good working order.

**Knowledge of:**

MS Office software and working with database input and creating and generating reports, customer-oriented office and telephone etiquette, correct English usage, including spelling, grammar and punctuation.

**Ability to:**

Ability to communicate clearly and effectively orally and in writing; operate a computer, standard office equipment and modern telephone equipment promptly, efficiently and calmly; handle a moderate volume of caller interactions with a high degree of customer service skill; type accurately at a speed necessary to meet the requirements of the position; organize and exercise sound judgment within areas of responsibility; prepare clear, accurate and concise records, establish and maintain highly professional working relationships with staff and others encountered in the course of work.

**Education and Experience:**

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Five years of office administrative or secretarial experience or any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record, as position requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information. Stooping, bending reaching, carrying and lifting objects, face-to-face, one-on-one and group settings.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE:** Sr. EXECUTIVE ASSISTANT TO THE BOARD  
**Department:** Administration Supervisor: Administrative Services Mgr.  
**STATUS:** NON-EXEMPT  
**SALARY GRADE:** R12

**Position Summary:**

The Sr. Executive Assistant to the Board is filled by appointment by the Board of Directors and provides highly responsible, professional administrative support services primarily for Board of Directors and General Manager. Transcribes Board meeting minutes; prepares Board agendas and summaries; serves as custodian of official Board records; ensures compliance with applicable laws regarding publication of meeting notices, materials and filings; and performs related duties as assigned. Must be able to coordinate projects and priorities; works closely with and assigns work to Sr. Executive Assistant and other administrative staff, as required. This class requires proficient skills and requires knowledge of the functions, procedures and organization of an executive office.

**Duties and Responsibilities (Essential Functions):**

- Provides day-to-day leadership and coordinates work with executive and support staff, and with the Board office to ensure a high performance, customer service-oriented work environment which supports achieving the District's mission, goals and objectives.
- Coordinates and provides administrative support services to the Board of Directors, General Manager and members of Executive Management. May also provide assistance to other staff members.
- Performs a variety of responsible, confidential, and complex administrative support functions.
- Attend regular and special meetings for the Board of Directors; record actions taken at meetings; prepare and distribute minutes and summaries of meetings, including the writing of resolutions and ordinances for meetings of the Board of Directors. May attend committee meetings.
- Process documents approved at Board meetings including agreements, contracts, and handle according to District policies and procedures.
- Perform administrative duties and follow through on directives of the Board of Directors and management staff in accordance with established District policies and procedures and applicable statutes.
- Serve as Filing Officer; process and monitor documents including conflict of interest filings in accordance with established procedures.
- Maintain the calendar for the Board of Directors and committees.
- Receive phone calls, visitors, and mail; provide information and assistance including responding to requests for information and assistance;
- Assist the public and other District staff in interpreting and applying District policies, procedures, codes and ordinances; research information related to District regulations and departmental policies; explain, justify, and defend programs, policies, and activities; refer callers to proper authority as necessary.
- Follow-up on directives and disseminate information, as appropriate.
- Perform a variety of special projects and programs in assigned area including the implementation; assist with the development of procedures; obtain resources; implement programs and monitor activities.

- Coordinate with legal counsel on contracts, review of policy developments, and in the presentation and resolution of matters requiring legal attention and inform the General Manager of litigation and/or potential liability.
- Recommend and assist in the development of District policies, Board bylaws, resolutions and ordinances.
- Administer and file oaths, affirmations, and acknowledgements; receive petitions; accept service of subpoenas on behalf of the District; publish and post notices.
- Prepare Board of Directors meeting agendas and related documents in accordance with legal requirements; coordinate with various departments for supporting documentation; publish official notices as required.
- Types and composes a variety of documents, producing large quantities of professional work under strict deadlines; proofreads and edits effectively to assure accuracy.
- Maintain official District records for public, private and government use; initiate, organize, maintain and control access to District Records Management System regarding records relating to Board of Directors and other official District documents, files and records; ensure that all records and the required retention information is included in the records retention schedule.
- Works directly with Board of Directors and Executive Management in arranging meetings, handling general requests, and preparing letters and other documents as requested.
- Maintain custody of District seal.

**Qualifications (Knowledge, Skills and Abilities):**

**Ability to:**

- Perform responsible and difficult administrative support duties involving the use of independent judgment and personal initiative and resourcefulness.
- Prepare complete and concise agenda packages for the Committee and Board meetings.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent laws, regulations, and ordinances.
- Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, compile, analyze, and interpret data.
- Independently prepare a variety of clear and concise administrative reports, correspondence and memoranda.
- Work under strict deadlines.
- Implement and maintain filing systems.
- Type at a speed necessary for successful job performance.
- Take and transcribe dictation at a speed necessary for successful job performance; operate and use modern office equipment including computers and supporting word processing and spreadsheet applications.
- Work independently in the absence of supervision.
- Work with frequent interruptions.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the department; work cooperatively with other departments, District officials, and outside agencies; respond tactfully, clearly, concisely, and appropriately to inquiries from the

public, press, or other agencies on sensitive issues in area of responsibility; exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

- Supervise the work of others and may serve as backup to other Administrative staff.

**Knowledge of:**

Modern office practices, procedures and organization of an executive office; various computer hardware systems and software applications with a demonstrated mastery of complex computer skills, requiring knowledge and use of advanced features of various programs and systems, principles and practices of program development and administration; work organization and office management principles and practices; principles and practices of fiscal, statistical, and administrative research and report preparation; principles of business letter writing; methods and techniques; methods and techniques of proper phone etiquette; principles and procedures of record keeping; principles and practices used in establishing and maintaining files and information retrieval systems; practices used in minute taking and preparation; English usage, spelling, grammar, and punctuation; pertinent federal, state, and local laws, codes and regulations.

**Education and Experience:**

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Seven (7) years of increasingly responsible administrative and supervisory experience in a public agency environment supporting a Board of Directors, City Council, or other governing body or any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record, as position occasionally requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE:** SR. EXECUTIVE ASSISTANT  
**DEPARTMENT:** ADMINISTRATION **SUPERVISOR:** ADMINISTRATIVE SERVICES MGR.  
**STATUS:** NON-EXEMPT  
**SALARY GRADE:** R10

**Position Summary:**

Under general direction, provides highly responsible, professional assistance to Assistant General Manager, Executive Management Team and/or General Manager, ~~depending on assignment.~~ Performs sensitive and confidential administrative and secretarial support functions, in support of an Executive Management or the General Manager in the interactions with elected officials, officials of other government agencies, business and community organizations, interest groups, the media, and the public, and coordinates work with the Sr. Executive Assistant to the Board and other staff to ensure a smooth operating office in a highly sensitive and changing environment. ~~The Sr. Executive Assistant provides highly responsible administrative support services primarily for the Executive Management office.~~ This class requires highly proficient skills and requires knowledge of the functions, procedures and organization of an executive office and a minimum of seven years of increasingly responsible secretarial experience.

**Duties and Responsibilities (Essential Functions):**

- Coordinates with ~~other Executive Management and~~ support staff and ~~with~~ the Sr. Executive Assistant to the Board to ensure high performance, and customer service oriented work ~~environment~~ which supports achieving the District's mission, goals and objectives.
- Provides secretarial and administrative support to the Assistant General Manager, Executive Management and General Manager; types and/or drafts memoranda, correspondence, board agenda materials and other documents and reports often of a highly sensitive and confidential nature; ensures materials and reports for signature are accurate and complete; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures.
- Prepare agendas, agenda materials and agenda packages for Board and Committee meetings.
- Confer with Department Managers and staff members to coordinate the preparation of agendas for Board and Committee meetings and preparation of write-ups for Board and Committee meetings.
- Prepare, execute, post, publish and make official filings of various statements, notices, certificates, and legal notices as may be required.
- Attends regular meetings of the Board of Directors; record actions taken at meetings; prepare and distribute minutes of meetings, in the absence of the Sr. Executive Assistant to the Board and/or the Executive Assistant.
- Process documents approved at Board meetings including agreements, contracts, and handle according to District policies and procedures on behalf of the General Manager's office.

- Works closely with the Sr. Executive Assistant to the Board in maintaining the General Manager's calendar. Assists the Sr. Executive Assistant to the Board in arranging and confirming meetings; screens requests for appointments; coordinates, schedules, makes site and meal arrangements for special meetings and events; makes and confirms travel arrangements for the General Manager, staff and Board of Directors; prepares expense reports.
- Receives and screens visitors and telephone calls, providing information and handling issues that may require sensitivity and use of discretion and sound judgement; responds to request for information and complaints, refers matters to appropriate District staff and/or takes or recommends action to resolve the request or complaint.
- ~~Reviews, d~~Determines the priority and routes incoming correspondence, reports, requests and instructions; handles or refers matters as directed; assists the Sr. Executive Assistant to the Board and acts as liaison in coordinating matters between the General Manager's office and other department heads and managers; maintains logs of documents processed and assignments given; follows on assignments to ensure timely completion.
- Assists the Sr. Executive Assistant to the Board and researches and assembles information ~~ferom~~ from a variety of sources for the preparation of reports and correspondence for the General Manager; organizes and maintains office files; maintains confidential files.
- Conduct a variety of studies and research for assigned area; collect, compile and review information from various sources on a variety of specialized topics related to programs administered by the position or by management staff;
- ~~p~~Pparticipate in the preparation of reports that present data, identify alternatives, and make and justify recommendations.
- Perform a variety of special projects ~~and programs~~ in assigned area including ~~the~~ implementation; assist with the development of procedures; ~~obtain resources~~; implement programs and monitor activities.
- Assists in preparing and monitoring expenditures against the annual budget for the General Manager's office.
- Types and composes a variety of documents, producing ~~large quantities of~~ professional work under strict deadlines; proofreads and edits effectively to assure accuracy.
- Works directly with General Manager, Executive Management and Board of Directors in arranging meetings, handling general requests, and preparing letters and other documents as requested.
- Provides backup ~~clerical~~ support to ~~other~~ executives, Sr. Executive Assistant to the Board and Administrative staff.

#### **Qualifications (Knowledge, Skills and Abilities):**

##### **Ability to:**

- Perform responsible and difficult administrative support duties involving the use of independent judgment and personal initiative and resourcefulness.
- Understand the organization and operation of the District and ~~of~~ outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent laws, regulations, and ordinances.
- Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, compile, analyze, and interpret data.



- Independently prepare a variety of clear and concise administrative reports, correspondence and memoranda.
- Work under strict deadlines.
- Implement and maintain filing systems.
- Type at a speed necessary for successful job performance.
- Take and transcribe dictation at a speed necessary for successful job performance.
- Operate and use modern office equipment resources including computers and supporting software word processing and spreadsheet applications at an intermediate to advanced level of proficiency, including large document management, mail merge, database functionality and all MS Office applications.
- ~~Work independently in the absence of supervision with -~~
- ~~Work under steady pressure with~~ frequent interruptions.
- Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the department.
- Work cooperatively with other departments, District officials, and outside agencies; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility; exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of ~~W~~work; supervise and coordinate the work assignment of others, including training.

**Knowledge of:**

Modern office practices, procedures and organization of an executive office; various computer hardware systems and software applications; principles and practices of program development and administration; work organization and office management principles and practices; principles and practices of fiscal, statistical, and administrative research and report preparation; principles of business letter writing; ~~methods and techniques;~~ methods and techniques of proper phone etiquette; principles and procedures practices of record keeping; ~~principles and practices used in establishing~~ and maintaining files and records management information retrieval systems; practices used in minute taking and preparation; proper English usage, including spelling, grammar, and punctuation; ~~pertinent federal, state, and local laws, codes and regulations.~~

**Education and Experience:**

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Seven (7) years of increasingly responsible administrative support experience performing a variety of highly responsible administrative support work, preferably with a public agency; or any combination of education, experience and training that would provide the required knowledge, skills and abilities. will be considered.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record, as position occasionally requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE:** Senior **WATER RESOURCES ANALYST**  
**DEPARTMENT:** **ENGINEERING** **SUPERVISOR:** **ASSOCIATE GENERAL MANAGER**  
**STATUS:** **EXEMPT**  
**SALARY GRADE:** **R13**

**Position Summary:**

Under direction, performs technical analysis, planning, projections and coordinates a variety of research projects, water resources studies, economics, water management programs and special projects to support District plans and policies; and performs related duties as assigned. This is a senior level position in the professional water resource analysis and planning arena.

**Duties and Responsibilities (Essential Functions):**

- Perform multiple planning, data gathering and research assignments.
- Attend and present summary reports at various Board and staff meetings.
- Analyze and develop recommendations for the District's various planning initiatives and policies.
- Assist and develop water resource management plans; prepare technical and policy reports, correspondence, presentations and action plans.
- Assist and develop research projects; data gathering/reporting on water resource management issues including water demand, regional water use projections, and water rates and charges.
- Conduct financial and economic analyses, as well as prepare technical reports and presentations to District management and/or Board.
- Assist in the evaluation of Metropolitan Water District's meetings, policies and plans to provide the District with recommendations and direction.
- Act as lead staff in the development, update and/or revisions to District water resource planning documents, such as Urban Water Management Plan, Water Supply Allocation Plan, Reliability Study, and other specific key documents.
- Provide analysis and recommendations on issues associated with the State Water Project, Bay-Delta activities and Colorado River.
- Assist staff in supporting the MWDOC delegation at Metropolitan board meetings and caucuses.
- Provide support to other departments within the District's organization in the area of water resource planning and policy.
- Assist the District's member agencies on water resource issues, policies, and programs within Metropolitan and the District.
- Conducts special projects/assignments as directed.

**Qualifications (Knowledge, Skills and Abilities):**

**Ability to:** Accurately collect, assemble and interpret data from multiple sources applicable to water resources planning; conduct multiple complex water planning and resource analysis; interpret data and develop solutions/recommendations to water resource problems; prepare reports,

correspondence and other written materials; understand and apply District policies, regulations and programs, federal, state and local laws applicable to water resources planning; review work products; manage water resource programs/projects independently; understand statistical data in technical reports; prioritize assignments and project tasks; have excellent communication skills, both orally and in writing; operate a computer and word processing, spreadsheet and graphics software in developing analyses and preparing presentation materials; maintain effective working relationships with those encountered in the course of the work.

**Knowledge of:** Principles, procedures, standards, practices, trends and information sources in the field of water resources planning; research and statistical analysis, economics, methods and techniques; understanding of ordinances, legislation, policies, standards, procedures and historical practices associated with water resources.

#### **Education and Experience:**

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered. Graduation from a four-year college or university with major coursework in planning, public policy, environmental science, public administration, economics, engineering or a closely related field is strongly encouraged and 5-7 years of water resources planning experience is preferred.

**Special Requirements:** A valid California Class C driver's license and ability to maintain insurability under the District's Vehicle Insurance Policy.

#### **Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information;

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE:** STUDENT INTERN  
**DEPARTMENT:** PUBLIC AFFAIRS (PA) **SUPERVISOR:** PA MANAGER AND PA SUPERVISOR  
**STATUS:** NON –EXEMPT  
**PAY GRADE:** \$13.23-\$19.78 (DEPENDING ON UNDERGRADUATE/GRADUATE STATUS)

The purpose of the Intern Program is to introduce students to the working environment within the field or profession they are studying and to nurture their educational development leading toward undergrad or graduate program. This is a part-time, temporary position, limited to no greater than 1,000 hours per fiscal year (July 1 to June 30). Hours are flexible depending upon department needs and intern’s school schedule.

**Duties and Responsibilities (Essential Functions):** Under direct supervision, trains with staff in the areas of Public Affairs and will have the opportunity to gain exposure in a wide range of water industry activities. The student intern will complete a variety of routine assignments in support of the Department’s goals and needs. Responsibilities include, but are not limited to assisting and supporting professional and technical staff with a variety of tasks such as government and media relations, community outreach and education programs, as well as internal communications; assist with articles for internally produced publications such as newsletters, brochures, etc.); assist with special events, special projects, may assist with posting social media information, organize distribution of materials; coordinate meetings, assist with set up and take down of events; updating spreadsheets in Excel; working with the District’s member agencies; travel and attend meetings within Southern California; filing, sorting, copying, data entry telephone calls, mailing out materials, distribution of mail delivery of various collateral materials in support of various programs and other routine clerical assignments.

**Qualifications (Knowledge, Skills and Abilities):** Candidates must be enrolled as a college student at the time of hire. Effective oral and written communication skills in English are required; use a variety of tools, devices, and equipment specific to an office environment; establish and maintain effective professional working relationships with the public, retail water agencies and co-workers. Experience using Windows, Excel, Word, Power-Point, Outlook or similar e-mail system; basic business etiquette and customer service skills are necessary.

**Requirements:** Possess and maintain a valid California driver's license, automobile insurance, and an acceptable driving record, as position occasionally requires driving.

**Working Conditions and Physical Activities:** **Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation. **Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information; **Vision:** See in the normal visual range with or without correction; **Hearing:** Hear in the normal audio range with or without correction.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE: WATER RESOURCES ANALYST**

**DEPARTMENT: ENGINEERING SUPERVISOR: ASSOCIATE GENERAL MANAGER**

**STATUS: EXEMPT**

**SALARY GRADE: R11**

**Position Summary:**

Under supervision, performs technical and data analysis, water resource planning, demand and supply projections, economic analysis, and coordinates a variety of research projects, water resources studies, policy/program development, and special projects to support District plans and operations; and performs related duties as assigned.

**Duties and Responsibilities (Essential Functions):**

- Prepares and analyzes graphs, charts, and tables depicting water resources data.
- Assists in conducting research projects and data gathering/reporting on water resource management issues including local and regional water demand usage and projections.
- Prepares and assists in writing reports, technical memorandums, presentations, and Board agenda letters.
- Provide assistance for the District's planning and policy initiatives as well as water resources reports; conducts research projects and investigations involving water resources management issues including population growth/water demand; regional water use projections and historical trends.
- Provides input and analysis on Metropolitan Water District programs, demands, projections, rates and charges.
- Tracks local and regional water resource issues, whereby attending and producing summary reports on various Board and staff meetings.
- Attend District and other water agencies' Committee and Board meetings, as needed.
- Assists in analysis of the District's Water Use Efficiency programs and water conservation efforts.
- Assist in the preparation and calculation of the District's water rates and charges.
- Assist with member agency issues and requests.
- Perform financial and cost analysis for various resource programs and projects.
- Conducts special projects/assignments as directed.

**Qualifications (Knowledge, Skills and Abilities):**

**Ability to:** Accurately collect, assemble and interpret data from multiple sources applicable to water resources planning; participate in technical projects and studies; identify relevant water issues and problems, develop alternatives and make recommendations; prepare reports, correspondence and other written materials; understand and apply District policies, regulations and programs, state and local laws applicable to water resources planning; understand water rates and charges; may review work product of others; understand statistical data in technical reports; perform and interpret

demand and trend forecasting, regression and other technical analysis on water resource planning; develop methods and procedures for data collection of water resource information; conduct costs and benefits analysis; communicate clearly and concisely, both orally and in writing; prioritize assignments and project tasks; operate a computer and word processing, spreadsheet and graphics software in developing analyses and preparing presentation materials; maintain effective working relationships with those encountered in the course of the work.

**Knowledge of:** Principles, procedures, standards, practices, trends and information sources in the field of water resources planning; research and statistical analysis, methods and techniques; application of ordinances, legislation, policies, standards, procedures and historical practices associated with water resources planning; terminology, symbols and techniques used in water resources planning; applicable state and local laws and regulations; state and regional organizations.

**Education and Experience:**

Graduation from a four-year college or university with major coursework in economics, public policy, environmental science, public administration or a closely related field is strongly encouraged. Three years of water resources planning experience is preferred. The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:** A valid California Class C driver's license and ability to maintain insurability under the District's Vehicle Insurance Policy.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information;

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE:** WEROC EMERGENCY  
WATER EMERGENCY RESPONSE ORGANIZATION OF ORANGE COUNTY (WEROC)  
**DEPARTMENT:** PLANNING & ENGINEERING **SUPERVISOR:** WEROC PROGRAM MANAGER  
**STATUS:** NON-EXEMPT  
**SALARY GRADE:**

**Position Summary:**

This position reports to the WEROC Programs Manager

**Duties and Responsibilities (Essential Functions):**

- 

**Qualifications (Knowledge, Skills and Abilities):**

**Ability to:**

**Knowledge of:**

**Education and Experience:**

Graduation from a four-year college or university with

The qualification guidelines generally describe the knowledge and abilities required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:** Possess and maintain a valid California driver's license and an acceptable driving record as position requires driving. Must be able to travel to various locations within and outside the County to meet the program needs and fulfill the job responsibilities. Must be able to attend evening and weekend meetings, and be able to be on-call for response to emergencies on an around-the clock basis, seven days a week. Must be certified in SEMS, IS 100, 700, and 800. Water system knowledge is desirable.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting most days; may also work in offsite office locations. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.



**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

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**Hearing:** Hear in the normal audio range with or without correction.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE:** WATER EMERGENCY RESPONSE ORGANIZATION OF ORANGE COUNTY (WEROC)  
WEROC PROGRAM COORDINATOR

**DEPARTMENT:** PLANNING & ENGINEERING                      **SUPERVISOR:** WEROC PROGRAM MANAGER

**STATUS:** NON-EXEMPT

**SALARY GRADE:** R8

**Position Summary:**

Assist in the maintenance/support of all programs related to the Water Emergency Response Organization of Orange County (WEROC), the Municipal Water District of Orange County's (MWDOC) Continuity of Operations Plan (COOP), and other emergency management programs as may be identified. This includes programs and activities related to hazard mitigation, emergency preparedness, response and recovery for all water and wastewater utilities in Orange County in coordination with the Orange County Operational Area, State Water Resource Control Board, State Office of Emergency Services and other response partners prior to and during disasters. The WEROC Program Coordinator will support the maintenance of emergency response programs, plans, and training activities as it pertains to water emergency management.

**Duties and Responsibilities (Essential Functions):**

**Program Administration (as assigned):**

- Track expenses and monitor the annual program budget.
- Prepare and present memos, letters, agendas, articles, presentations, trainings and reports as needed for various elected boards, committees, outside agencies and management.
- Support the implementation of grant funding opportunities.
- Collaborate with other MWDOC Departments and staff as needed.
- Update program brochures and outreach materials as needed.

**Emergency Operations Center (EOC):**

- Provide support/maintenance of the two Emergency Operations Centers (EOC) and the WEROC office (as an alternate EOC) to keep them in a state of readiness; including assisting with the maintenance and replacement of communication systems, computers and software, backup generators, and the general facilities and supplies.
- Support maintenance activities related to EOC communication systems, resource lists, computer and AV systems, WEROC Member Agency Maps, and other EOC resources.

**WEROC Plans and Training:**

- Assist with the maintenance of the WEROC Operations Plan and all supporting response plans to be in compliance with local, state and federal requirements to accomplish the goals of WEROC.
- Assist in the development of trainings and exercises to support WEROC volunteers and WEROC member agencies planning, preparedness, response, and recovery efforts.

**MWDOC Continuity of Operations Program (COOP):**

- Assist with maintaining the MWDOC COOP documents, training schedules, and COOP-in-a-box resources.
- Organize MWDOC COOP trainings, to include radio trainings.

**Outreach:**

- As assigned, participate in and represent MWDOC, WEROC, and it's Member Agencies at various meetings, including county and statewide associations and organizations.

**Disaster Response:**

- Be available after normal working hours to assist the WEROC Program Manager in response to declared disasters within Orange County. As a member of the WEROC EOC staff, respond to pre-identified locations during an automatic activation or when requested.
- Contribute to the development of After-Action/Corrective Action reports, as needed.

**Qualifications (Knowledge, Skills and Abilities):**

**Ability to:** Assist WEROC Programs Manager to implement emergency response plans, policies and procedures; assist with the development of emergency exercises, training programs and meetings; facilitate group meetings or trainings; proficient application of MS Office software; organize projects and manage time; gather and analyze data to prepare reports; exercise sound independent judgment within established procedure guidelines and ask for guidance when needed; handle stressful or sensitive situations with tact and diplomacy; analyze problems and develop logical solutions; work cooperatively with others; communicate clearly and concisely, both orally and in writing; and establish and maintain cooperative working relationships.

**Awareness of:** The Standardized Emergency Management System (SEMS), the Incident Command System (ICS), the National Incident Management System (NIMS), the Operational Area concept, and the California Office of Emergency Services Operations; Principals of emergency preparedness and response planning, policies, operations, services and activities; causes and effects of natural and human caused disasters; emergency response authorities; emergency operations center functions, procedures and practices; and pertinent Federal, State and local rules and regulations.

**Knowledge of:** English usage, spelling, grammar, and punctuation; and record keeping methods and procedures.

**Education and Experience:** The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:** Possess and maintain a valid California driver's license and an acceptable driving record as position requires driving. Must be able to travel to various locations within the County to meet the program needs and fulfill the job responsibilities. Must be available to respond in

the event of an emergency, on an on-call basis. Must be certified in SEMS, IS 100, 700, and 800. Water system knowledge is desirable.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting most days; may also work in offsite office locations. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE: WEROC PROGRAM SPECIALIST**  
**WATER EMERGENCY RESPONSE ORGANIZATION OF ORANGE COUNTY (WEROC)**  
**DEPARTMENT: PLANNING & ENGINEERING SUPERVISOR: WEROC PROGRAM MANAGER**  
**STATUS: NON-EXEMPT**  
**SALARY GRADE: R10**

**Position Summary:**

This position reports to the WEROC Programs Manager and at times will require the individual to act as back-up in the absence of the Program Manager. This position requires excellent time management skills and the ability to work independently. Under general supervision, develops, prepares, coordinates and maintains the Water Emergency Response Organization of Orange County (WEROC) Emergency Response Plan, the Municipal Water District of Orange County's (MWDOC) Continuity of Operations Plan (COOP), and other emergency management programs as may be identified with guidance from the WEROC Manager. Coordinate and track maintenance of the WEROC Emergency Operation Centers (EOC) including physical, technological and support materials. Develop, implement and maintain Safety Center Plans (mobile phone application). Overall responsibilities include programs and activities related to hazard mitigation, emergency preparedness, response and recovery for all water and wastewater utilities in Orange County in coordination with the Orange County Operational Area, State Water Resource Control Board, State Office of Emergency Services and other response partners prior to and during disasters.

The WEROC Programs Specialist will also support and provide input into the development and implementation of new emergency response programs plans, training, exercises, grants development and other activities as it pertains to water emergency management.

**Duties and Responsibilities (Essential Functions):**

**Program Administration:**

- Track program expenditures and needs as it pertains to areas of responsibility. Identify additional funding for programs and evaluate cost savings measures.
- Lead efforts to enhance and sustain the EOC facilities' readiness through their physical maintenance, technical solutions and support materials that will be used during training and response.
- Complete the development and maintenance of the WEROC Operations Plan, the MWDOC COOP Plan, and all supporting response plans to be in compliance with local, state and federal requirements to accomplish program goals.
- Contribute to, and sometimes lead, the development and execution of trainings and exercises, and other preparedness efforts to support WEROC volunteers and WEROC member agencies planning, preparedness, response, and recovery efforts.
- As assigned, participate in and represent MWDOC, WEROC, and it's Member Agencies at meetings, on various county and statewide associations and organizations. Build the partnerships

needed to support the exchange of information and materials in preparation for and during disaster response and recovery.

- Support Member Agencies with the response and recovery process as the secondary water sector liaison during an emergency by responding to pre-identified locations during an automatic activation or when requested. Be ready and available 24-7, unless prior arrangements have been made.

**Emergency Operations Center (EOC):**

- Coordinate and track the maintenance of the two Emergency Operations Centers (EOC) and the WEROC office (as an alternate EOC) to keep them in a state of readiness; including the coordination of maintenance and replacement of communication systems, computers and software, backup generators, and the general facilities and supplies.
- Ensure that all emergency radio systems utilized by WEROC are operational, by participating in regularly scheduled radio tests, collecting and compiling radio test data, and radio system agency to agency communication checks are performed when requested by Member Agencies.
- Coordinate maintenance and update of WEROC Member Agency Maps.

**WEROC Plans and Training:**

- Lead the development and maintenance of the WEROC Operations Plan and all supporting response plans to be in compliance with local, state and federal requirements to accomplish program goals.
- Revise, implement and maintain emergency plan materials into a mobile-friendly format for Safety Center.
- Recruit volunteer emergency staff as opportunities arise and ensure all new staff are provided with ID cards, basic training and ensure staff involvement.
- Coordinate and sometimes lead, the development and execution of trainings and exercises, revision of emergency response plans and policies, and other preparedness efforts to support WEROC volunteers and WEROC member agencies planning, preparedness, response, and recovery efforts.

**MWDOC Continuity of Operations Program (COOP):**

- Maintain and update the MWDOC COOP plan to be in compliance with local, state and federal requirements to accomplish the goals of MWDOC.
- Develop and maintain the MWDOC COOP documents, training schedules, and COOP-in-a-box resources.
- Organize and conduct MWDOC COOP trainings, to include radio trainings.

**Outreach:**

- As assigned, participate in and represent MWDOC, WEROC, and it's Member Agencies at meetings, on various county and statewide associations and organizations. Build the partnerships needed to support the exchange of information and materials in preparation for and during disaster response and recovery.

**Disaster Response:**

- Support Member Agencies with the response and recovery process as a water sector liaison during an emergency by responding to pre-identified locations during an automatic activation or when requested. Be ready and available 24-7, unless prior arrangements have been made.

- Prepare After-Action/Corrective Action reports, as needed. Work with the appropriate coordinating partners to enhance response systems for future disasters.

**Qualifications (Knowledge, Skills and Abilities):**

**Ability to:** Develop and implement emergency response plans, policies and procedures; effectively coordinate a comprehensive emergency services program; assist with the development and facilitation of emergency exercises, training programs and meetings; highly proficient application of MS Office software and be comfortable with learning new internet, software and phone applications; independently organize and coordinate projects and priorities; gather and analyze data and prepare comprehensive reports; exercise sound independent judgment within established procedure guidelines; handle stressful or sensitive situations with tact and diplomacy; analyze problems and develop logical solutions; work cooperatively with others such as members of management and outside agencies; communicate clearly and concisely, both orally and in writing; and establish and maintain cooperative working relationships.

**Knowledge of:** The Standardized Emergency Management System (SEMS), the Incident Command System (ICS), the National Incident Management System (NIMS), the Operational Area concept, and the California Office of Emergency Services Operations; Principles of emergency preparedness and response planning, policies, operations, services and activities; causes and effects of natural and human caused disasters; emergency response authorities; emergency operations center functions, procedures and practices; and pertinent Federal, State and local rules and regulations; methods and techniques of effective instructional delivery strategies, and the development of instructional materials; English usage, spelling, grammar, and punctuation; and record keeping methods and procedures.

**Education and Experience:**

Graduation from a four-year college or university with major course work in emergency management, public policy, public or business administration or a closely related field and four (4) years of professional experience in emergency management, business continuity, disaster planning, public administration, or a closely related field is required. The qualification guidelines generally describe the knowledge and abilities required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:** Possess and maintain a valid California driver's license and an acceptable driving record as position requires driving. Must be able to travel to various locations within and outside the County to meet the program needs and fulfill the job responsibilities. Must be available to respond in the event of an emergency, on an on-call basis. Must be certified in SEMS, IS 100, 700, and 800. Water system knowledge is desirable.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting most days; may also work in offsite office locations. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE:** WEROC PROGRAMS MANAGER  
(WATER EMERGENCY RESPONSE ORGANIZATION OF ORANGE COUNTY)  
**DEPARTMENT:** ENGINEERING **SUPERVISOR:** ASSISTANT GENERAL MANAGER  
**STATUS:** EXEMPT  
**SALARY GRADE:** R14

**Position Summary:**

Develops and Manages all programs related to the Water Emergency Response Organization of Orange County (WEROC), the Municipal Water District of Orange County's (MWDOC) Continuity of Operations Plan (COOP), and other emergency management programs as may be identified. This includes programs and activities related to hazard mitigation, emergency preparedness, response and recovery for all water and wastewater utilities in Orange County in coordination with the Orange County Operational Area, State Water Resource Control Board, State Office of Emergency Services and other response partners prior to and during disasters. The WEROC Programs Manager will provide technical expertise in the development and implementation of emergency response programs, policy, plans, and training activities as it pertains to water emergency management. The WEROC Programs Manager also oversees the development and implementation of the MWDOC Continuity of Operations Plan (COOP); including but not limited to training, planning and preparedness.

**Duties and Responsibilities (Essential Functions):**

**Program Administration:**

- Develop, monitor and reconcile the annual program budget. Present budget to funding agencies for review and approval.
- Prepare and present memos, letters, agendas, articles, presentations, trainings and reports as needed for various elected boards, committees, outside agencies and management.
- Identify, apply, advocate and manage grant funding opportunities to supplement program funds for emergency facility renovations, program enhancements and mutual aid resources.
- Collaborate with other MWDOC Departments and staff as needed. Supervise and direct the work of the WEROC Program Assistant and/or Program Coordinator.
- Contribute to Management Team meeting, workshops and functions.

**Emergency Operations Center (EOC):**

- Provide guidance to the WEROC Coordinator/Assistant in the maintenance of two Emergency Operations Centers and the WEROC office (as an alternate EOC); including but not limited to maintaining plans, resource lists, equipment & overall operational status.
- Oversee the evaluation of EOC communication technology and procedures to ensure reliable communications with all responding agencies and conduct communication tests as needed.

**WEROC Plans and Training:**

- Maintain and update the WEROC Operations Plan and all supporting response plans to be in compliance with local, state and federal requirements to accomplish program goals.

- Oversee recruitment of volunteer emergency staff and ensure all new staff are provided with ID cards, basic training and ensure staff involvement.
- Develop, coordinate and present emergency preparedness and response training and EOC exercises for EOC staff, in accordance with state and federal regulations and best management practices.
- Provide Member Agencies with trainings, exercise development, the development and revision of emergency response plans and policies, and other preparedness efforts as requested.

**MWDOC Continuity of Operations Program (COOP):**

- Provide guidance to the WEROC Program Coordinator/Assistant in the development and implementation of the MWDOC COOP plan to be in compliance with local, state and federal requirements to accomplish the goals of MWDOC.

**Outreach:**

- Participate in and represent MWDOC, WEROC, and it's Member Agencies on various county and statewide associations and organizations. Build the partnerships needed to support the exchange of information and materials in preparation for and during disaster response and recovery.
- Analyze and provide input regarding development of proposed regulations for emergency preparedness and their impact on WEROC's member agencies.

**Disaster Response:**

- Support Member Agencies with the response and recovery process as the water sector liaison during an emergency by responding to pre-identified locations during an automatic activation or when requested. Be ready and available 24-7, unless prior arrangements have been made.
- Prepare After-Action/Corrective Action reports, as needed. Work with the appropriate coordinating partners to enhance response systems for future disasters.

**Qualifications (Knowledge, Skills and Abilities):****Ability to:**

Develop and implement emergency response plans, policies and procedures; effectively manage and coordinate a comprehensive emergency services program; develop and conduct emergency exercises, training programs and meetings; highly proficient application of MS Office software and be comfortable with learning new internet, software and phone applications; manage, organize and coordinate projects and priorities; gather and analyze data and prepare comprehensive reports; exercise sound independent judgment within established procedure guidelines; handle stressful or sensitive situations with tact and diplomacy; analyze problems and develop logical solutions; work cooperatively with others such as elected officials, water agency staff, members of management and outside agencies; follow directions from the General Manager and Assistant General Manager; communicate clearly and concisely, both orally and in writing; and establish and maintain cooperative working relationships.

**Knowledge of:**

Thorough understanding of the Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), Operational Area and State OES Operations, and the Incident Command System (ICS); Principles of emergency preparedness and response planning, policies, operations, services and activities; causes and effects of natural and human caused disasters; emergency response authorities; emergency operations center functions, procedures and practices; emergency communications and public communications; pertinent Federal, State and local rules and regulations; methods and techniques of effective instructional delivery strategies, and the development of instructional materials; operation of a desktop computer and applicable software; English usage, spelling, grammar, and punctuation; and record keeping methods and procedures.

**Education and Experience:**

Any combination of education and experience that would provide the necessary skills, knowledge and abilities required to perform the job; including but not limited to completion of a degree from an accredited college or university with major coursework in emergency management, public policy, planning, public or business administration or a closely related field; and eight (7) years of professional experience in emergency management, emergency preparedness, disaster response, emergency response and/or public education programs.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record as position requires driving. Must be able to travel to various locations within and outside the County to meet the program needs and fulfill the job responsibilities. Must be able to attend evening and weekend meetings, and be able to be on-call for response to emergencies on an around-the clock basis, seven days a week. Must be certified in SEMS, IS 100, 700, and 800. Water system knowledge is desirable.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

**JOB TITLE:** WATER USE EFFICIENCY (WUE) ANALYST  
**DEPARTMENT:** WATER USE EFFICIENCY                      **SUPERVISOR:** WUE PROGRAM MANAGER  
OR WUE PROGRAM SUPERVISOR  
**STATUS:** NON-EXEMPT  
**SALARY GRADE:** R9    **SALARY RANGE:** \$5,286 - \$7,137 PER MONTH

**Position Summary:**

Under general supervision, performs routine conservation program management duties within District policies, procedures, and requirements; provides assistance to the Water Use Efficiency department on a variety of tasks. The candidate will be responsible for collecting, composing and displaying written and tabular water conservation program data; conduct research and evaluate data necessary for design and implementation of water conservation techniques and programs; collect data from various sources and assist in monitoring actual conservation results following program implementation; carry out routine administrative assignments associated with the development and implementation of conservation programs and projects; perform field work associated with the departments programs; promoting programs through interaction with the public including speaking to the public, industry groups, and peers on WUE topics; responding to public inquiries for conservation information received by telephone and e-mail; and draft a variety of program implementation reports, invoices and routine correspondence to participants, member agencies and granting agencies.

This position requires 2-3 years of increasingly responsible water use efficiency program development and implementation experience.

**Duties and Responsibilities (Essential Functions):**

- Developing and implementing landscape water use efficiency and runoff reduction programs, including monitoring, database development and statistical evaluation;
- Monitoring actual conservation results from program implementation; develop report of findings, conclusions and recommendations;
- Conducting landscape irrigation surveys, installation verification inspections, customer service investigations and/or evaluations for residential, commercial, industrial, and institutional customers;
- Promoting water conservation and runoff reduction through workshops, public presentations, and special events;
- Assist in developing, implementing, and monitoring quality control measures for various conservation programs to assure compliance with grant funding and vendor agreements, and appropriate expenditure of program funds;
- Address conservation device performance issues with program participants, manufacturers, and program contractors and track performance issues on a programmatic basis;
- Assist the public with horticultural landscape and design ideas.
- Creating educational materials to assist customers in understanding landscape irrigation water use efficiency, including the preparation of PowerPoint presentations, exhibits, displays, marketing brochures and other informational media;
- Maintaining knowledge of irrigation systems and practices, including but not limited to weather-based irrigation controllers and irrigation systems;
- Extensive knowledge of climate appropriate plants and landscapes for southern California;
- Assisting in implementing the WUE "Best Management Practices";
- Performing other duties as assigned.

**Qualifications (Knowledge, Skills and Abilities):****Ability to:**

Operate a computer utilizing MS Office applications at the intermediate to advanced skill level, including Word, Excel, Access, and Outlook; the ability to work in complicated spreadsheets and databases; communicate clearly and effectively, orally and in writing; understand and follow written and oral instructions; prepare clear, concise and accurate reports and correspondence; maintain effective working relationships with those encountered in the course of the daily work requirements. Perform work duties and activities in accordance with District policies, procedures, and practices.

**Knowledge of:**

Water conservation methods and techniques, including accepted industry practices for conducting indoor and outdoor water audits; Water Use Efficiency "Best Management Practices"; principles, practices, techniques and products used by other agencies in water conservation programs; residential and commercial consumption patterns, interior plumbing fixtures, irrigation systems and landscaping techniques; the proper application of California Friendly plants; principles and practices of business communication; research methods and techniques; methods of report presentation; and principles of efficient landscape irrigation and design; effective public communications and presentation techniques; personal computer and word processing programs.

**Education and Experience:**

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Graduation from a four-year college or university with major coursework in physical/environmental sciences, agricultural sciences, irrigation science, landscape design/architecture, horticulture or related field of study or a closely related field is strongly encouraged and 2-3 years of water conservation experience. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record, as position occasionally requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information;

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

<b>JOB TITLE:</b>	<b>WATER USE EFFICIENCY(WUE) PROGRAM COORDINATOR</b>		
<b>DEPARTMENT:</b>	<b>WATER USE EFFICIENCY</b>	<b>SUPERVISOR:</b>	<b>WUE PROGRAM MANAGER OR WUE PROGRAM SUPERVISOR</b>
<b>STATUS:</b>	<b>NON-EXEMPT</b>		
<b>SALARY GRADE:</b>	<b>R10</b>		

**Position Summary:**

Under general supervision, the WUE Program Coordinator develops, coordinates, and implements the District's water use efficiency programs, including but not limited to the identification, evaluation, promotion, and implementation of water use efficiency measures. Works closely with member agencies in the design and implementation of the District's multiple residential, commercial, industrial, institutional, and landscape water use efficiency programs to promote water use efficiency. Analyzes data, prepares reports on water use efficiency issues, and performs other duties as assigned. Engages in community outreach, performs field inspections and attends outside meetings and events. A Water Use Efficiency Programs Coordinator is distinguished from a Water Use Efficiency Analyst in that incumbents in the latter class perform more difficult and responsible program administration and coordination, with a great degree of independence. Incumbents assist Water Use Efficiency Programs Supervisor and the Water Use Efficiency Programs Manager, as needed.

**Duties and Responsibilities (Essential Functions):**

- Conducts research, evaluates data, develops program proposals, and manages a variety of assigned water conservation projects and programs, including federal and state grant programs;
- Collects data from various sources and monitors actual conservation results from program implementation; develops reports of findings, conclusions, and recommendations;
- May perform residential and commercial water audits and evaluations;
- Performs assigned research to gather necessary information for designing and implementing water conservation techniques for industries, developers, distributors, and commercial customers;
- Assists in coordinating, planning, and conducting workshops, classes, tours, and special events;
- Identifies conservation program tasks needed to assist the Water Use Efficiency Supervisor and Manager in grant program development and related activities;
- Assists in coordinating District conservation programs with staff, consultants, and other agencies;
- Assists in implementing conservation related "Best Management Practices"
- Assists in drafting and editing agreements for a variety of conservation related programs and develops the administrative system to track and account for actions and expenses;
- Conducts water surveys, field investigations, and evaluations of residential, commercial, industrial, and institutional customers;
- Works with other department staff to provide public information, educational programs, and presentations regarding water use efficiency, including the preparation of slide and overhead presentations, exhibits, displays, and other informational programs.
- Represents District on water use efficiency issues at conferences and meetings organized by professional and industrial associations, community groups, and the public.

- Assist in organizing and administering professional services agreements and other written contracts for funding and implementation of water use efficiency programs for the member agencies.
- Assist in developing, implementing, and monitoring quality control measures for various conversation programs to assure compliance with agreements and appropriate expenditure of program funds.
- Coordinate with Metropolitan Water District on the development, design, review, and implementation of water use efficiency incentive programs and funding mechanisms.
- Performs other duties as assigned

**Qualifications (Knowledge, Skills and Abilities):**

**Ability to:**

Analyze information, recommend alternatives, and make sound, appropriate recommendations; exercise sound, independent judgment within established guidelines; operate a computer, word processing, spreadsheet and graphics software in developing statistical analyses and preparing presentation materials; communicate clearly and effectively, orally and in writing; represent the District effectively in meetings; understand and follow written and oral instructions; prepare clear, concise and accurate reports, correspondence, analytical studies, and other written materials; understand, interpret, explain and apply District and local laws, regulations, and programs applicable to water conservation, exercise tact and diplomacy in dealing with sensitive customer issues and situations; maintains effective working relationships with those encountered in the course of the work; operate a variety of audio-visual equipment; research, write, and prepare a variety of reports on the progress and evaluation of water use efficiency programs.

**Knowledge of:**

Water conservation methods and techniques, including accepted industry practices for conducting water audits; principles, practices, techniques, and products used by other agencies in water conservation programs; residential and commercial consumption patterns; interior plumbing fixtures; irrigation systems and basic landscaping techniques; principles and practices of business communication; research methods and techniques; methods of report presentation; and principles of efficient landscape irrigation and design; effective public communications and presentation techniques; personal computer and word processing programs.

**Education and Experience:**

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Graduation from a four-year college or university with coursework in Environmental Studies, Communications, Geography, Water Resources Management, Urban Planning, Public or Business Administration or a closely related field is strongly encouraged and three years of water conservation experience. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:**



Possess and maintain a valid California driver's license and an acceptable driving record, as position occasionally requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

<b>JOB TITLE:</b>	<b>WATER USE EFFICIENCY(WUE) PROGRAM COORDINATOR</b>		
<b>DEPARTMENT:</b>	<b>WATER USE EFFICIENCY</b>	<b>SUPERVISOR:</b>	<b>WUE PROGRAM MANAGER OR WUE PROGRAM SUPERVISOR</b>
<b>STATUS:</b>	<b>NON-EXEMPT</b>		
<b>SALARY GRADE:</b>	<b>R10</b>		

**Position Summary:**

Under general supervision, the WUE Programs Coordinator develops, coordinates, and implements the District's water use efficiency programs, including, but not limited to, the identification, evaluation, coordination, promotion, and implementation of water use efficiency measures with an emphasis on landscape irrigation efficiency and California-friendly horticulture/landscape design. Coordinates with member agencies on the implementation of the District's multiple residential, commercial, industrial, institutional, and landscape water use efficiency programs to promote water use efficiency. Analyzes data, prepares reports on water use efficiency issues, and performs other duties as assigned. Engages in community outreach, performs field inspections and attends outside meetings and events. A Water Use Efficiency Programs Coordinator is distinguished from a Water Use Efficiency Analyst in that incumbents in the former class perform more difficult and responsible program administration, implementation, evaluation, and coordination, with a greater degree of independence. Incumbents assist Water Use Efficiency Programs Supervisor and the Director of Water Use Efficiency Programs, as needed.

**Duties and Responsibilities (Essential Functions):**

- Conducts research, evaluates data, develops program proposals, and administers a variety of assigned landscape water conservation projects and programs;
- Coordinates and administers federal and state grant writing proposals, agreements, reporting, and evaluation;
- Collects data from multiple sources and monitors actual conservation results from program implementation; develops reports of findings, conclusions, and recommendations;
- Performs assigned research to gather necessary information for designing, implementing, and evaluating water conservation techniques for the landscape sector including landscape irrigation efficiency and California-friendly horticulture/landscape design;
- Assists in coordinating, planning, and conducting workshops, classes, tours, and special events;
- Identifies conservation program tasks needed to assist the Water Use Efficiency Supervisor and Director of Water Use Efficiency in grant program development and related activities;
- Assists in coordinating District landscape conservation programs with staff, consultants, member agencies and the general public;
- Assists in implementing conservation related "Best Management Practices"
- Develops and administers program participation databases;
- Assists in drafting and editing agreements for a variety of conservation related programs and develops the administrative system to track and account for actions and expenses;
- Conducts water surveys, field investigations, and evaluations of landscape, residential, commercial, industrial, and institutional customers;

- Works with other department staff to provide public information, educational programs, and presentations regarding water use efficiency, including the preparation and presentation of slide and overhead presentations, exhibits, displays, and other informational programs.
- Represents District on water use efficiency issues at conferences and meetings organized by professional and industrial associations, community groups, and the public.
- Assist in organizing and administering professional services agreements and other written contracts for funding and implementation of water use efficiency programs for the member agencies.
- Assist in developing, implementing, and monitoring quality control measures for conversation programs to assure compliance with agreements and appropriate expenditure of program funds.
- Coordinate with Metropolitan Water District on the development, design, review, and implementation of water use efficiency incentive programs and funding mechanisms.
- Performs other duties as assigned.

**Qualifications (Knowledge, Skills and Abilities):**

**Ability to:**

Analyze information, recommend alternatives, and make sound, appropriate recommendations; conduct research through literature review on water use efficiency programs and water savings rate; exercise sound, independent judgment within established guidelines; operate a computer, word processing software, database software, spreadsheet and graphing software in developing summary/statistical analyses and preparing presentation materials; communicate clearly and effectively, orally and in writing; represent the District effectively in meetings; understand and follow written and oral instructions; prepare clear, concise and accurate reports, correspondence, analytical studies, and other written materials; understand, interpret, explain and apply District and local laws, regulations, and programs applicable to water conservation, exercise tact and diplomacy in dealing with sensitive customer issues and situations; maintains effective working relationships with those encountered in the course of the work; operate a variety of audio-visual equipment; research, write, and prepare a variety of reports on the progress and evaluation of water use efficiency programs.

**Knowledge of:**

Water conservation methods and techniques, including accepted industry practices for conducting water audits; principles, practices, techniques, and products used by other agencies in water conservation programs; residential and commercial consumption patterns; interior plumbing fixtures; irrigation systems and advanced landscaping techniques; principles and practices of business communication; research methods and techniques; methods of report presentation; and principles of efficient landscape irrigation and design; effective public communications and presentation techniques; personal computer and word processing, data basing, and presentation programs.

**Education and Experience:**

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

Graduation from a four-year college or university with coursework in Environmental Studies, Communications, Geography, Water Resources Management, Urban Planning, Public or Business Administration or a closely related field is strongly encouraged and 2-3 years of water conservation experience.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record, as position occasionally requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

<b>JOB TITLE:</b>	<b>WATER USE EFFICIENCY (WUE) LANDSCAPE - ANALYST</b>		
<b>DEPARTMENT:</b>	<b>WATER USE EFFICIENCY</b>	<b>SUPERVISOR:</b>	<b>WUE PROGRAM MANAGER OR WUE PROGRAM SUPERVISOR</b>
<b>STATUS:</b>	<b>NON-EXEMPT</b>		
<b>SALARY GRADE:</b>	<b>SALARY RANGE: \$ PER MONTH</b>		

**Position Summary:**

Under close supervision, performs conservation program management duties with an emphasis on landscape programs that also provide watershed benefits including runoff reduction and pollution prevention. The candidate, while learning District policies, procedures, and requirements; will provide assistance to the Water Use Efficiency department on a variety of landscape related tasks in association with the departments overall WUE program goals. Tasks may include collecting, compiling and displaying written and numerical water conservation data; conduct research and evaluate numeric data necessary for the design and implementation of landscape water conservation programs; collecting data from various sources and assist in monitoring actual conservation results; carrying out routine administrative assignments associated with the development and implementation of conservation programs and projects; perform field work associated with the departments landscape programs; promoting the departments landscape programs through interaction with the public including speaking to the public, industry groups, and peers on WUE landscape topics; responding to public inquiries for conservation information received by telephone and e-mail; and draft routine correspondence. This position requires 1-2 years of increasingly responsible water use efficiency program development and implementation experience, with an emphasis on the implementation of landscape programs.

**Duties and Responsibilities (Essential Functions):**

- Developing and implementing water use efficiency programs with an emphasis on landscape water use efficiency and runoff reduction programs, including monitoring, and database development;
- Monitoring actual conservation results from program implementation; develop report of findings, conclusions and recommendations;
- Develop and maintain knowledge of all irrigation systems and practices, including but not limited to weather-based controllers and irrigation distribution systems;
- Conducting customer service investigations and/or evaluations for landscape, residential, commercial, industrial, and institutional customers;
- Promoting water conservation and landscape water use efficiency through workshops, public presentations, and special events;
- Assisting in developing, implementing, and monitoring quality control measures for various conservation programs;
- Assure compliance with grant funding and vendor agreements, appropriate expenditure of program funds along with associated reporting and invoicing;
- Assist in creating educational materials to inform customer in understanding of landscape irrigation water use efficiency, including the preparation of slide and overhead presentations, exhibits, displays, marketing brochures and other informational programs;
- Develop and maintain knowledge of appropriate plantings and landscapes design for Southern California;
- Address conservation device performance issues with program participants, manufacturers, and program contractors and track performance issues on a programmatic basis;

- Create PowerPoint presentations, exhibits, displays, marketing brochures and other informational media;
- Interaction and development of web-based end-user rebate program applications;
- Performing other duties as assigned.

**Qualifications (Knowledge, Skills and Abilities):**

**Ability to:**

Operate a computer utilizing MS Office applications at the intermediate to advanced skill level, including Word, Excel, Access, and Outlook; the ability to work with spreadsheets and databases; communicate clearly and effectively, orally and in writing; understand and follow written and oral instructions; prepare clear, concise and accurate reports and correspondence; maintain effective working relationships with those encountered in the course of the daily work requirements. Perform work duties and activities in accordance with District policies, procedures, and practices.

**Knowledge of:**

Water conservation methods and techniques, including accepted industry practices for the Water Use Efficiency Programs; irrigation systems and landscaping techniques; research methods and techniques; methods of report presentation; effective public communications and presentation techniques; and personal computer and word processing programs.

**Education and Experience:**

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

Graduation from a four-year college or university with major coursework in physical/environmental sciences, agricultural science, irrigation science, landscape architecture, horticultural or related field of study, or a closely related field is strongly encouraged. This position requires 1-2 years of increasingly responsible water use efficiency program implementation experience, or one year of water conservation experience along with completion of graduate studies.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record, as position occasionally requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information;

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**Hearing:** Hear in the normal audio range with or without correction.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

<b>JOB TITLE:</b>	<b>WATER USE EFFICIENCY (WUE) LANDSCAPE - COORDINATOR</b>		
<b>DEPARTMENT:</b>	<b>WATER USE EFFICIENCY</b>	<b>SUPERVISOR:</b>	<b>WUE PROGRAM MANAGER OR WUE PROGRAM SUPERVISOR</b>
<b>STATUS:</b>	<b>NON-EXEMPT</b>		
<b>SALARY GRADE:</b>	<b>SALARY RANGE: \$ PER MONTH</b>		

**Position Summary:**

Under general supervision, performs conservation program management duties with an emphasis on landscape programs that also provide watershed benefits including runoff reduction and pollution prevention. The candidate, while following District policies, procedures, and requirements; will provide assistance to the Water Use Efficiency department on a variety of landscape related tasks in association with the departments overall WUE program goals. Tasks may include collecting, compiling and displaying written and numerical water conservation data; conduct research and evaluate numeric data necessary for the design and implementation of landscape water conservation programs; collecting data from various sources and assist in evaluating actual conservation results; collaborating with department staff in writing effective grant proposals; carrying out increasingly difficult administrative assignments associated with the development and implementation of conservation programs; perform field work associated with the departments landscape programs; promoting the departments landscape programs through interaction with the public including speaking to the public, industry groups, and peers on WUE landscape topics; responding to public inquiries for conservation information received by telephone and e-mail; and draft routine correspondence. This position requires 3-4 years of increasingly responsible water use efficiency program development and implementation experience, with an emphasis on the implementation of landscape programs.

**Duties and Responsibilities (Essential Functions):**

- Developing and implementing water use efficiency programs with an emphasis on landscape water use efficiency and runoff reduction programs, including monitoring, database development and statistical evaluation;
- Evaluate actual conservation results from program implementation; develop report of findings, conclusions and recommendations;
- Develop and maintain knowledge of all irrigation systems and practices, including but not limited to weather-based controllers and irrigation distribution systems;
- Conducting customer service investigations and/or evaluations for landscape, residential, commercial, industrial, and institutional customers;
- Promoting water conservation and landscape water use efficiency through workshops, public presentations, and special events;
- Develop, implement, and monitor quality control measures for various conservation programs;
- Assure compliance with grant funding and vendor agreements, appropriate expenditure of program funds along with associated reporting and invoicing;
- Assist in creating and presenting educational materials to inform customer in understanding of landscape irrigation water use efficiency, including the preparation of slide and overhead presentations, exhibits, displays, marketing brochures and other informational programs;
- Develop and maintain knowledge of appropriate plantings and landscape designs for Southern California;
- Address conservation device performance issues with program participants, manufacturers, and



program contractors and track performance issues on a programmatic basis;

- Work within a team process to write effective grant proposals;
- Create PowerPoint presentations, exhibits, displays, marketing brochures and other informational media;
- Interaction and development of web-based end-user rebate program applications;
- Performing other duties as assigned.

**Qualifications (Knowledge, Skills and Abilities):**

**Ability to:**

Operate a computer utilizing MS Office applications at the intermediate to advanced skill level, including Word, Excel, Access, and Outlook; the ability to work in complicated spreadsheets and databases; communicate clearly and effectively, orally and in writing; understand and follow written and oral instructions; prepare clear, concise and accurate reports and correspondence; maintain effective working relationships with those encountered in the course of the daily work requirements. Perform work duties and activities in accordance with District policies, procedures, and practices.

**Knowledge of:**

Water conservation methods and techniques, including accepted industry practices for the Water Use Efficiency Programs; statistical evaluation methods; Grant writing including budget development; principles, practices, techniques and products used by other agencies in water conservation programs; residential and commercial consumption patterns, irrigation systems and landscaping techniques; research methods and techniques; methods of report presentation; effective public communications and presentation techniques; and personal computer and word processing programs.

**Education and Experience:**

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

Graduation from a four-year college or university with major coursework in physical/environmental sciences, agricultural science; irrigation science, landscape architecture, horticultural science, or a closely related field is strongly encouraged. This position requires 2-3 years of increasingly responsible water use efficiency program implementation, or two-year of water conservation experience along with completion of graduate studies.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record, as position occasionally requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information;

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE:** WATER USE EFFICIENCY (WUE) PROGRAM SPECIALIST  
**DEPARTMENT:** WUE **SUPERVISOR:** WUE PROGRAM SUPERVISOR  
**STATUS:** NON-EXEMPT  
**SALARY GRADE:** 12

**Position Summary:**

Under general supervision of the Water Use Efficiency Supervisor, performs professional-level duties on the design and implementation of the District's multiple residential, commercial, industrial, institutional and landscape programs to promote WUE. Provides consultation on residential and landscape WUE methods, and analyzes data and prepares reports on WUE issues and oversees the grant funding for the District's various conservation programs. Performs field inspections and attends outside meetings and events; public speaking to various groups at events.

**Duties and Responsibilities (Essential Functions):**

- Assists in developing and managing major WUE programs that include the identification, evaluation and implementation of Best Management Practices (BMP) essential to the efficient use of the District's water supplies.
- Consults with member agencies, public agencies and technical experts regarding WUE and management methods and techniques.
- Helps secure local, state and federal grant funding to co-sponsor programs through grant writing and grant management.
- Gathers, analyzes and interprets data related to water use; prepares a variety of written reports, correspondence, records, and proposed regulations and procedures.
- Identifies and evaluates WUE measures and practices in the commercial, institutional and industrial (CII), landscape and residential sectors; recommends incentives to alter water-use practices, including process improvements, and fixture and appliance retrofit programs.
- Manages consultants who provide engineering assistance necessary for program implementation.
- Coordinates landscape programs, including development of printed materials and technical workshops on low water-use landscape and irrigation system design; coordinates with cities and other land-use agencies.
- Works with other department staff to provide public information, educational programs and presentations regarding WUE, including the preparation of slide and overhead presentations, exhibits, displays and other informational programs.
- Represents District on WUE issues at regional, state and local committees, conferences, meetings organized by professional and industrial associations, community groups, and the public, including California Urban Water Conservation Council (CUWCC) task force BMP development.
- Organizes and administers professional services agreements, requests for proposals/quotes, and other written contracts for funding and implementation of WUE programs for the member agencies, program participants, or industry related personnel/manufacturers.
- Develops, implements and monitors quality control measures, and robust statistical process impact evaluations, for various conservation programs to assure compliance with agreements and appropriate expenditure of program funds.

- Coordinate with Metropolitan Water District on the development, design, review and implementation of WUE incentive programs and funding mechanisms.
- Performs related duties and responsibilities as required.

**Qualifications (Knowledge, Skills and Abilities):**

**Ability to:**

Plan, organize and perform the duties of the position; work independently without close supervision, in the office and the field; communicate clearly, concisely and effectively in oral and written form; organize and analyze technical data and information; retain and present extensive factual information; use a variety of tools, devices, and equipment specific to WUE activities; market, organize and conduct effective WUE and water auditing programs; establish and maintain effective professional working relationships with the public and other members of the staff; create and prepare visual and graphic materials for various medias; operate a variety of audio-visual equipment; research, write and prepare a variety of reports on the progress and evaluation of WUE programs.

**Knowledge of:**

Research methods, data analysis and basic statistics; WUE laws, regulations, practices and techniques; methods of report presentation; and principles of efficient landscape irrigation and design; effective public communications and presentation techniques; personal computer word processing programs, spread sheet calculations, and data-basing.

**Education and Experience:**

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Graduation from a four-year college or university with major coursework in Environmental Studies, Geography, Water Resources Management, Urban Planning, or a closely related field is strongly encouraged, as well as five years of experience in developing and managing WUE programs. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:**

Possess and maintain a valid California driver's license and an acceptable driving record, as position occasionally requires driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

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- Maintains up-to-date understanding of current legislation relative to water conservation issues, specifically those affecting the Orange County region and the District for both indoor and outdoor water use.
- May prepare and present Board information, discussion and/or action items related to water use efficiency and watershed management.
- Gathers, analyzes, and interprets data and information related to water use; prepares a variety of written reports, correspondence, and records.
- Assists the Water Use Efficiency Program Manager with responsibilities to ensure that the WUE department activities are managed in an efficient and cost effective manner.
- May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus, or air transportation.
- Manages contractors for WUE project implementation.
- Assists the Department Manager in the preparation of the Departments annual budget.

**Qualifications (Knowledge, Skills and Abilities):**

**Ability To:**

Plan, organize and perform the duties of the position; analyze issues and problems, develop alternatives and make sound, appropriate recommendations; exercise sound independent judgment within established guidelines; operate a computer and word processing, spreadsheet and graphics software in preparing reports, data analyses and presentation materials; communicate clearly and effectively, orally and in writing; prepare clear, concise and accurate reports, correspondence, program evaluations and other written materials; understand, interpret, explain and apply District and local laws, regulations and programs applicable to water conservation and water waste requirements; train others in work processes and procedures; exercise tact and diplomacy in dealing with sensitive customer issues and situations; maintain effective working relationships with District managers, staff, community and business groups, representatives of other governmental agencies, the public, customers and others encountered in the course of work.

**Knowledge of:**

Water use efficiency, Best Management Practices, research methods; water use efficiency laws, regulations, practices and techniques; methods of report presentation; and principles of landscape irrigation and design; water rate structure design; effective public communications and presentation techniques; project management, contracting, and financial risk control principles, personal computer and word processing programs.

Quality customer service principles, methods, techniques and practices; basic water conservation methods and techniques, including accepted industry practices in conducting water audits and the use of weather-related electronic equipment; practices and techniques and products used by other agencies in water conservation programs; residential and commercial consumption patterns, interior plumbing fixtures, irrigation systems and basic landscaping techniques;

program evaluation and implementation methods and techniques; principles and practices of business communication; and principles and practices of effective supervision.

**Education and Experience:**

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Graduation from a four-year college or university with major coursework in Environmental Studies, Geography, Water Resources Management, Urban Planning, Public or Business Administration or a closely related field is strongly encouraged and five years of water use efficiency or project management experience involving leading and directing the work of others. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

**Special Requirements:**

Possess and maintain a valid driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy, as this position may require driving.

**Working Conditions and Physical Activities:**

**Environment:** Standard office setting. May be required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus or air transportation.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

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