

**MWDOC PAY STRUCTURE - EFFECTIVE JULY 2016 (2.1% COLA adjustment)**

Pay Grade	Exempt / Non-	Job Classification	Payment Schedule	Range Minimum	25th Percentile	Range Midpoint	75th Percentile	Range Maximum
R1	NE	Office Assistant	Annual	\$32,543	\$35,373	\$38,224	\$41,076	\$43,927
R1			Monthly	\$2,712	\$2,948	\$3,185	\$3,423	\$3,661
R1			Hourly	\$15.65	\$17.01	\$18.38	\$19.75	\$21.12
R2	NE	Open	Annual	\$39,030	\$42,447	\$45,865	\$49,282	\$52,700
R2			Monthly	\$3,252	\$3,537	\$3,822	\$4,107	\$4,392
R2			Hourly	\$18.76	\$20.41	\$22.05	\$23.69	\$25.34
R3	NE	Office Specialist	Annual	\$41,968	\$45,647	\$49,304	\$52,983	\$56,661
R3			Monthly	\$3,497	\$3,804	\$4,109	\$4,415	\$4,722
R3			Hourly	\$20.18	\$21.95	\$23.70	\$25.47	\$27.24
R4	NE	Accounting Technician	Annual	\$45,124	\$49,064	\$53,004	\$56,966	\$60,906
R4			Monthly	\$3,760	\$4,089	\$4,417	\$4,747	\$5,076
R4			Hourly	\$21.69	\$23.59	\$25.48	\$27.39	\$29.28
R5	NE	Administrative Assistant	Annual	\$48,498	\$52,743	\$56,988	\$61,233	\$65,477
R5	NE		Monthly	\$4,042	\$4,395	\$4,749	\$5,103	\$5,456
R5			Hourly	\$23.32	\$25.36	\$27.40	\$29.44	\$31.48
R6	NE	Sr. Admin Assistant	Annual	\$52,134	\$56,705	\$61,254	\$65,826	\$70,375
R6	NE	Public Affairs Assist	Monthly	\$4,344	\$4,725	\$5,105	\$5,485	\$5,865
R6			Hourly	\$25.06	\$27.26	\$29.45	\$31.65	\$33.83
R7			Annual	\$56,052	\$60,950	\$65,847	\$70,767	\$75,665
R7	NE	Records Coordinator	Monthly	\$4,671	\$5,079	\$5,487	\$5,897	\$6,305
R7			Hourly	\$26.95	\$29.30	\$31.66	\$34.02	\$36.38
R8	NE	Public Affairs Coordinator	Annual	\$60,253	\$65,521	\$70,789	\$76,056	\$81,346
R8	NE	Accountant	Monthly	\$5,021	\$5,460	\$5,899	\$6,338	\$6,779
R8			Hourly	\$28.97	\$31.50	\$34.03	\$36.57	\$39.11

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R9	NE	WUE Analyst	Annual	\$64,759	\$70,440	\$76,100	\$81,781	\$87,441
R9	NE	Executive Assistant	Monthly	\$5,397	\$5,870	\$6,342	\$6,815	\$7,287
R9	NE	WEROC Programs Coordinator	Hourly	\$31.13	\$33.87	\$36.59	\$39.32	\$42.04
R9	NE	Associate Water Resources Analyst						
R10	NE	Public Affairs Specialist	Annual	\$69,635	\$75,708	\$81,803	\$87,898	\$93,993
R10	NE	Sr. Accountant	Monthly	\$5,803	\$6,309	\$6,817	\$7,325	\$7,833
R10	NE	WUE Program Coordinator	Hourly	\$33.48	\$36.40	\$39.33	\$42.26	\$45.19
R10	NE	Sr. Executive Assistant						
R11	E	Public Affairs Supervisor	Annual	\$74,859	\$81,390	\$87,942	\$94,494	\$101,046
R11	E	Water Resources Analyst	Monthly	\$6,238	\$6,782	\$7,328	\$7,874	\$8,420
R11			Hourly	\$35.99	\$39.13	\$42.28	\$45.43	\$48.58
R12	E	Financial Analyst/Database Analyst	Annual	\$80,453	\$87,506	\$94,537	\$101,590	\$108,621
R12	NE	Network Systems Engineer	Monthly	\$6,704	\$7,292	\$7,878	\$8,466	\$9,052
R12	NE	WUE Program Specialist	Hourly	\$38.68	\$42.08	\$45.45	\$48.84	\$52.22
R12	NE	Sr. Exec. Assist to the Board						
R13	E	Accounting Supervisor	Annual	\$86,505	\$94,058	\$101,633	\$109,209	\$116,762
R13	E	Public Affairs Manager	Monthly	\$7,209	\$7,838	\$8,469	\$9,101	\$9,730
R13	E	Sr. Water Resources Analyst	Hourly	\$41.59	\$45.22	\$48.86	\$52.50	\$56.14
R14	E	WUE Program Supervisor	Annual	\$92,992	\$101,111	\$109,252	\$117,393	\$125,534
R14	E	WEROC Programs Manager	Monthly	\$7,749	\$8,426	\$9,104	\$9,783	\$10,461
R14	E	Sr. Financial Analyst/Database Analyst	Hourly	\$44.71	\$48.61	\$52.53	\$56.44	\$60.35
R15	E	Sr. Engineer	Annual	\$99,957	\$108,708	\$117,459	\$126,187	\$134,938
R15	E	Accounting Manager	Monthly	\$8,330	\$9,059	\$9,788	\$10,516	\$11,245
R15	E	Governmental Affairs Manager	Hourly	\$48.06	\$52.26	\$56.47	\$60.67	\$64.87

**MWDOC PAY STRUCTURE - EFFECTIVE JULY 2016 (2.1% COLA adjustment)**

Pay Grade	Exempt / Non-	Job Classification	Payment Schedule	Range Minimum	25th Percentile	Range Midpoint	75th Percentile	Range Maximum
R16	E	Principal Water Resources Analyst	Annual	\$107,445	\$116,849	\$126,253	\$135,656	\$145,060
R16	E	Administrative Services Manager	Monthly	\$8,954	\$9,737	\$10,521	\$11,305	\$12,088
R16	E	WUE Program Manager	Hourly	\$51.66	\$56.18	\$60.70	\$65.22	\$69.74
R17	E	Principal Engineer	Annual	\$115,521	\$125,622	\$135,722	\$145,844	\$155,944
R17	E	Principal Water Resources Planner	Monthly	\$9,627	\$10,468	\$11,310	\$12,154	\$12,995
R17			Hourly	\$55.54	\$60.39	\$65.25	\$70.12	\$74.97
R18	E	Director of Public Affairs	Annual	\$124,185	\$135,047	\$145,909	\$156,771	\$167,633
R18	E	Director of Water Use Efficiency	Monthly	\$10,349	\$11,254	\$12,159	\$13,064	\$13,969
R18			Hourly	\$59.70	\$64.93	\$70.15	\$75.37	\$80.59
R19	E	Director of Finance/IS	Annual	\$133,501	\$145,169	\$156,858	\$168,526	\$180,215
R19	E	Associate General Manager	Monthly	\$11,125	\$12,097	\$13,072	\$14,044	\$15,018
R19			Hourly	\$64.18	\$69.79	\$75.41	\$81.02	\$86.64
R20			Annual	\$143,493	\$156,053	\$168,613	\$181,173	\$193,733
R20	E	Open	Monthly	\$11,958	\$13,004	\$14,051	\$15,098	\$16,144
R20			Hourly	\$68.99	\$75.03	\$81.06	\$87.10	\$93.14
R21	E	Assistant General Manager	Annual	\$151,046	\$166,153	\$181,260	\$196,367	\$211,473
R21			Monthly	\$12,587	\$13,846	\$15,105	\$16,364	\$17,623
R21			Hourly	\$72.62	\$79.88	\$87.14	\$94.41	\$101.67
GM	E	General Manager (October 21, 2015)	Annual	\$254,000				\$254,000

**MWDOC INTERN PAY STRUCTURE**

Pay Grade	Exempt / Non-Exempt	Job Classification	Payment Schedule	Range Minimum	25th Percentile	Range Midpoint	75th Percentile	Range Maximum
INT	NE	Student Intern	Hourly	13.51	15.18	16.86	18.53	20.20

Annual and Monthly amounts are based on a 40-hour work week  
 If you have questions on the pay structure or classifications,  
 please contact Human Resources at 714.963.3058

**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:**

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 Accounting or a closely related field is strongly encouraged and three years of professional level accounting responsibilities.

**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>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:**

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 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 .

**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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**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.

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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:**

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 human resources, business administration, psychology or a closely related field is strongly encouraged.

Seven years increasingly responsible administrative services/human resource management experience including three years of management and administrative responsibility.

**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:** 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:**

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 engineering, management, business or public administration, or a closely related field is strongly encouraged.

Seven years Public Administration 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.

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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:**

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 three years of water resources planning experience is required.

**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>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:**

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 Accounting, Finance, Business Administration, or a related field is strongly encouraged. A Master's degree in Finance or Certified Public Accountant designation is highly desirable. 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.

**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, organizes, administers and executes a comprehensive public affairs program that effectively meets the goals and needs of the District and its retail member agencies. Oversees the District's Public Affairs Program, 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.

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

- Advises and assists District staff in assessing potential programs, projects, and activities and developing ways 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 and supervises programs to maintain and build support for District activities among constituencies that include local elected officials, MWDOC's member agencies and the business community.
- Review performance of assigned staff and communicate with subordinates, department supervisors, and management.
- Directs and supervises the 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.
- Directs and supervises the planning and implementation of the District's Strategic Plan or Strategic Review.
- Develop and foster 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.
- Serve and participate on Metropolitan's Public Information workgroup.
- Serves as a member of the District's emergency operations team.
- Oversee and participate in the development and administration of the Public Affairs annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
- Serve as a District representative on inspection trips and for public presentations on water issues, legislation, and other activities.



- Maintain relationships with the media and provide continuous information as the primary spokesperson for the District.
- Serve as the Public Affairs liaison with outside agencies; 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 public communication, water and outreach.
- Oversee web-based communication.

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

**Knowledge of:** Individual and group communication skills; public information/relations procedures and methods; water-related issues; 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:**

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 public relations, public administration, journalism, communication or a closely related field is strongly encouraged and seven years of Community Relations/Public Affairs/Legislative Affairs program 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.

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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. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

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.

**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:**

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 Business Administration, Accounting, Finance or Information Technology or a closely related field is strongly encouraged and three years financial forecasting and database management 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>GOVERNMENTAL AFFAIRS MANAGER</b>	
<b>DEPARTMENT:</b>	<b>GOVERNMENTAL AFFAIRS</b>	<b>SUPERVISOR: GENERAL MANAGER</b>
<b>STATUS:</b>	<b>EXEMPT</b>	
<b>SALARY GRADE:</b>	<b>R15</b>	

**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:** 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. 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.

**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:** 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:**

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 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.

**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.

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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.

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**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:**

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 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.

**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.

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**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.
- 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 MET and member agency projections.
- 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.

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**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 systems 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. 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 public administration, political science, public policy, engineering, economics or a closely related field is strongly encouraged and

Five (5) years of water governance/institutional structure experience.

**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 general supervision, performs a variety of highly responsible administrative and office support services and independently performs a variety of difficult, 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 significant degree of independence and accountability for results.

The Public Affairs Assistant is distinguished from Administrative Assistant in that incumbents perform a greater diversity of complex and specialized assignments, applies more extensive knowledge of their department's technical work, and exercise a more significant degree of initiative and judgment in establishing work priorities and selecting work methods.

**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 O.C. 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.
- 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 other clerical employees 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 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.

Five (5) 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.

**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: PUBLIC AFFAIRS COORDINATOR**

**DEPARTMENT: PUBLIC AFFAIRS**

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

**STATUS: NON-EXEMPT**

**SALARY GRADE: R8**

**Position Summary:**

Under general supervision, develops, coordinates, and implements 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. The Public Affairs Coordinator 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):**

- 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.
- Develop 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.
- Conduct research and work on special projects as assigned.
- Coordinate and implement the MWDOC/Metropolitan Inspection Trip Program. Work 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.
- Oversees, reviews and integrates the work of Public Affairs Interns; monitors project plans as well as work produced to achieve strategic goals and objectives.
- 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.

- Oversees and coordinates the implementation of the District’s social media program across multiple platforms. Reviews, edits, and guides the development of content created by Public Affairs interns.
- Coordinates educational activities, including the annual MWDOC Poster & Slogan and Photography and Digital Arts contests.
- Coordinates the development of new digital media platforms, such as the new OC Water Hero smart phone app in collaboration with the Orange County Water District. This includes oversight of the development, progression and implementation of the OC Water Hero program mobile application and website.
- Assist 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. Serve 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; provides customer service and assistance as required. Provide timely customer service to MWDOC member agencies and members of the public. If necessary, refer requests or complaints to appropriate District staff member.
- Maintain inventory of community event giveaways and event materials, and coordinate purchase of these supplies for the department.
- Participates in the preparation of request for proposals and agreements for various specialized professional services contracts.
- Assist with posting information on the District’s website.

**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.
- 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 developing effective graphic designs and layouts for use in public information and other District programs.

- Implement 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) preferred.
- 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 independent 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.

Two (2) 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.

**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:** PUBLIC AFFAIRS MANAGER  
**DEPARTMENT:** PUBLIC AFFAIRS **SUPERVISOR:** DIRECTOR OF PUBLIC AFFAIRS  
**STATUS:** NON-EXEMPT  
**SALARY GRADE:** R13

**Position Summary:**

Under general direction, develops, executes, 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 and oversees the work of staff engaged in implementing and administering the District's Public Affairs programs.

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

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

- Education: Oversees the Water Education School Program contract with program administrator; identifies and researches new educational offerings and program expansion; oversees the OC Water Hero Program and other educational programs and activities.
- Marketing: Develops and executes marketing materials for Water Use Efficiency, Public Affairs, and other program areas as needed.
- Event Planning: Plans and oversees quarterly Water Policy Dinner events; assists with planning the annual OC Water Summit and other MWDOC events.
- Community Outreach: Oversees and supervises MWDOC's participation in community events and other outreach activities.
- Public Relations: Oversees and supervises the District's public relations activities; plans and orchestrates proactive media relations efforts.
- Media Relations: Develops and maintains positive media relations; conducts proactive media outreach; oversees the development of press releases and other media initiatives.
- New Media: Oversees the District website and redesign projects; oversees the implementation of social media, mobile apps and other forms of new media.
- Communications: Oversees the development of Board briefings; oversees the development of all external communication efforts within all media platforms, including traditional, digital and social media.
- Public Affairs Workgroup: 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.
- Market Research: Oversees the development of market research tools, such as surveys and public opinion polls; provides analysis and recommendations based on the findings
- 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.
- Stakeholder Engagement: Acts as liaison with a variety of stakeholder groups, including government, community, and non-profit; serves as the MWDOC representative at Metropolitan's Education Coordinator meetings.
- Planning: Actively participates in the development of Public Affairs department strategic planning objectives and tactics; develops Public Affairs, Choice Program offerings and School Program budgets.
- Administrative: Writes board reports and program status reports as necessary; participates in the budgeting process for public affairs and education programs.
- Supervisorial: reviews and integrates the work of assigned staff; 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; methods and techniques of writing for a variety of audiences; marketing, advertising and public relations industry best 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.
- Conduct public speaking, 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.
- Understands digital media platforms including mobile apps, website design and structure and related analytics or metrics.

**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 seven years of progressively responsible experience in Public Affairs or Community Outreach. PRSA accreditation or Certified Project Manager is encouraged.

**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**

<b>JOB TITLE:</b>	<b>PUBLIC AFFAIRS SPECIALIST</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>R10</b>	

**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.

**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**

**JOB TITLE:** RECORDS COORDINATOR  
**DEPARTMENT:** ADMINISTRATION **SUPERVISOR:** ADMIN. SERVICES MGR.  
**STATUS:** NON-EXEMPT  
**SALARY GRADE:** R7

**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 years of experience involving the development and maintenance of records with a records management program, preferably in a governmental setting is desired 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>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. 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 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.

**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 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. Stooping, bending reaching, carrying and lifting objects, face-to-face, one-on-one and group settings.

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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:** 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. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

Seven (7) years of increasingly responsible administrative and supervisory t experience in a public agency environment supporting a Board of Directors, City Council, or other governing body.

**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 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 and support staff and with the Sr. Executive Assistant to the Board to ensure high performance, 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, 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 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; participate 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 including computers and supporting word processing and spreadsheet applications.
- Work independently in the absence of supervision.
- 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 Work; supervise the work of others.

**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 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. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

Seven (7) years of increasingly responsible administrative support experience performing a variety of highly responsible administrative support work, preferably with a public agency.

**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:** STUDENT INTERN  
**DEPARTMENT:** VARIES **SUPERVISOR:** VARIES  
**STATUS:** NON –EXEMPT  
**PAY GRADE:** INTERN

The purpose of the Intern Program is to introduce students to the working environments 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. Some evening or weekend work hours is required.

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

Under direct supervision, trains with staff in the areas of Public Affairs, Communications, Finance, Water Use Efficiency, Administration or Engineering 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 staffs with a variety of tasks such as Government and media relations, advertising and outreach programs, education programs, community outreach, as well as internal communications; engineering, reviewing maps, data analysis, research, working with databases; write and assist with articles for internally produced publications (press releases, newsletters, brochures, employee on-line newsletter, etc.); assist with special events, special projects, assist with website information, graphics and photos for internally produced publications; 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/or other routine clerical assignments.

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

Candidates must be enrolled as a student in high school or college and be able to present a valid work permit (if required) 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.

**Special 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;

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE:** WATER RESOURCES ANALYST  
**DEPARTMENT:** ENGINEERING **SUPERVISOR:** PRINCIPAL WATER RESOURCES PLANNER  
**STATUS:** NON-EXEMPT  
**SALARY GRADE:** R11

**Position Summary:**

Under supervision, assist in technical analysis, planning, projections and coordinates a variety of research projects, water resources studies and special projects to support District plans and operations; and performs related duties as assigned. This is an entry level position.

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

- Produces summary reports on various Board and staff meetings.
- Prepares graphs, charts, and tables depicting water resources data.
- Assists in conducting research projects and data gathering/reporting on water resource management issues including water demand, regional water use projections water rates and charges.
- Assists in writing reports, technical memorandums, presentations, newsletters and Board agenda letters.
- Provide assistance for the district's planning initiatives and water resources reports; conducts research projects and investigations involving water resources management issues including population growth/water demand; regional water use projections, historical trends, and rates.
- 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; assist in technical projects and studies; 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; identify grant opportunities applicable to the District and customer agencies; understand statistical data in technical reports; perform demand and trend forecasting, regression and other technical analysis on water resource planning; prioritize assignments and project tasks; communicate clearly and concisely, 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, 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 one year 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;

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

**JOB TITLE:**            **WEROC PROGRAMS COORDINATOR**  
                                  **WATER EMERGENCY RESPONSE ORGANIZATION OF ORANGE COUNTY (WEROC)**  
**DEPARTMENT:**    **PLANNING & ENGINEERING**                            **SUPERVISOR: WEROC PROGRAM MANAGER**  
**STATUS:**            **NON-EXEMPT**  
**SALARY GRADE:**    **R7**

**Position Summary:**

Support, or lead as assigned, 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 Coordinator will support and provide input into the development and implementation of emergency response programs, plans, and training activities as it pertains to water emergency management. The WEROC Programs Coordinator will have responsibility for the development and implementation of the MWDOC Continuity of Operations Plan (COOP) with guidance from the WEROC Program Manager; including but not limited to training, planning and preparedness.

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

**Program Administration:**

- Track program expenditures and needs as it pertains to the annual program budget. Make recommendations to the WEROC Program Manager to support programs.
- Prepare and present memos, letters, agendas, articles, presentations, trainings and reports as needed for various elected boards, committees, outside agencies and management.
- Support the application for and management of 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.

**Emergency Operations Center (EOC):**

- Provide for 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.
- Maintain resource lists and systems used during emergencies; including the WEROC Phone Book, Resource Management systems, and the WEROC business resource listing.

- Coordinate maintenance and update as needed of the WEROC Member Agency Maps.

**WEROC Plans and Training:**

- Support/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.
- Recruit volunteer emergency staff as opportunities arise and ensure all new staff are provided with ID cards, basic training and ensure staff involvement.
- Contribute to, 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 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.
- 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:** Provide support to the WEROC Programs Manager in developing and implementing 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:**

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 graduation from an accredited 4-year college or university with major coursework in emergency management, public policy, planning, public or business administration or a closely related field; and four (4) 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 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 Masters 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 (8) 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**

<b>JOB TITLE:</b>	<b>WATER USE EFFICIENCY (WUE) 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>R9</b>		

**Position Summary:**

Under close supervision, performs routine conservation program duties while learning District policies, procedures, and requirements related to public information and education on water conservation awareness and efficiency; performs field inspections, attends outside meetings and events. Provides assistance to the Water Use Efficiency department, including the Department Supervisor and Coordinator, on a variety of tasks in association with the departments WUE programs. The candidate will be responsible for collecting, compiling and displaying written and tabular water conservation data; conduct research and evaluate data necessary for design and implementation of water conservation techniques and programs; collecting data from various sources and assist in monitoring actual conservation results following program implementation; carrying out routine administrative assignments associated with the development and implementation of conservation programs and projects; 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 routine correspondence. This is the entry level position of the Water Use Efficiency job series

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

- Developing and implementing multiple 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, 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;
- Assisting in developing, implementing, and monitoring quality control measures for various conservation programs to assure compliance with funding and vendor agreements, and appropriate expenditure of program funds;
- Addressing conservation device performance issues with program participants, manufacturers, and program contractors and track performance issues on a programmatic basis;
- 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 soil-moisture and weather-based irrigation controllers and irrigation systems;
- Developing and maintaining 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; 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. 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 sciences, irrigation science, landscape architecture, horticulture or related field of study; or a closely related field is strongly encouraged and one year 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;

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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. 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 three 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.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

<b>JOB TITLE:</b>	<b>WATER USE EFFICIENCY (WUE) PROGRAM MANAGER</b>		
<b>DEPARTMENT:</b>	<b>WUE</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, supervises professional and administrative staff. Develops and implements the District's comprehensive WUE (Conservation) Program particularly as it relates to the Best Management Practices, including the identification, evaluation, promotion and implementation of a broad variety of urban WUE measures. Represents MWDOC at multiple Integrated Regional Watershed Management planning areas. Establishes and promotes awareness and the connection between urban water use and watershed management with a variety of public, private, regulatory and environmental organizations. Also advances the development and use of recycled water.

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

- Provides supervision to WUE Program Supervisor and other professional and volunteer staff.
- Develops and administers the Departments annual budget along with state and federal grant compliance.
- Solicits and reviews proposals, recommends selection to the Board or General Manager, works with legal counsel to prepare contracts, and manages consultants administering a variety of WUE related programs and studies.
- Prepares and presents Board information and action items related to WUE and Integrated Regional Watershed Management programs.
- Analyzes, develops and implements cost-effective regional and agency-specific WUE programs consistent with or equivalent to the Best Management Practices, including the identification, evaluation, and implementation of measures essential to the efficient use of the District's water supplies.
- Consults with member agency elected officials, management staff and other public agencies and technical experts regarding WUE, watershed management, and water recycling methods and techniques.
- Secures local, state and federal co-sponsorship and grant funding from water purveyors and organizations, including the private sector.
- Gathers, analyzes, and interprets data and information related to water use; prepares a variety of written reports, correspondence, records, and proposed regulations and procedures.
- Identifies and evaluates WUE measures and practices; recommends incentives to alter water-use practices, including fixture and appliance retrofit programs.
- Coordinates landscape WUE programs consistent with AB 1881, landscape water management principals and local evapotranspiration rates, including development of printed materials and technical workshops on low water-use landscape and irrigation system design; coordinates with city, watershed, and other land-use agencies.

- Works with other District staff to provide planning and demand forecasting, public information and educational programs, and presentations regarding WUE, including the preparation and presentation of slide and overhead presentations, exhibits, displays and other informational programs.
- Coordinates WUE information necessary for inclusion in the District's Regional Urban Water Management Plan.
- Represents the District on WUE issues at committees, conferences, meetings organized by professional and industrial associations, community groups, and other agencies and the general public.
- Regularly reports on WUE department activities and programs to the General Manager and Board of Directors.
- Coordinates WUE department activities with Finance department to assure active monitoring of program and contract financial controls and measures.
- Under policy direction of Board, participates in the development of local, regional and statewide legislative and other policies related to WUE, watershed management, and water recycling.
- Coordinates with Metropolitan Water District on the development, design, review and implementation of WUE incentive programs and funding mechanisms.

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

**Ability To:**

Plan, organize and perform the duties of the position; communicate clearly, concisely and effectively in oral and written form; organize and analyze technical data and information; retain and present extensive factual information; establish and maintain effective working relationships with member agencies, the public, and other members of the staff; prepare public presentations for various audiences; create and prepare visual and graphics materials for various medias; operate a variety of audio-visual equipment; research, write and prepare brochures, reports, news releases and other public information materials.

**Knowledge of:**

WUE, Best Management Practices, research methods; WUE laws, regulations, practices and techniques; 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; business and organizational management theories and practices; personnel practices and regulations; financial and budget practices and procedures; management and supervisory concepts and 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. 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 Environmental Studies, Geography, Water Resources Management, Urban Planning or a closely related field is strongly encouraged and seven years of WUE Program Management and supervisory 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.

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**MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

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

**Position Summary:**

Under general supervision, assists in the development and implementation of the District's WUE programs, including but not limited to the identification, evaluation, promotion and implementation of WUE measures. Performs professional-level duties for member agencies in the design and implementation of the District's multiple residential, commercial, industrial, institutional and landscape WUE programs to promote WUE. Provides consultation on residential and landscape WUE methods, and analyzes data and prepares reports on WUE issues. 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 as 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.
- Conducts or 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 program impact evaluations, 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 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. 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 Environmental Studies, Geography, Water Resources Management, Urban Planning, or a closely related field is strongly encouraged and three years experience in developing and managing WUE 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. 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 PROGRAM SUPERVISOR  
**DEPARTMENT:** WATER USE EFFICIENCY **SUPERVISOR:** WUE PROGRAM MANAGER  
**STATUS:** EXEMPT  
**SALARY GRADE:** R14

**Position Summary:**

Under general direction, supervises the work of staff engaged in implementing and administering the District's multiple Water Use Efficiency (WUE) programs; coordinates, develops, promotes and implements programs to inform and educate the public and member agencies about such programs; represent the District in a variety of meetings regarding conservation issues; creates reports and analysis of information to measure water savings; negotiation of agreements with external parties; takes action toward achieving conservation goals, provides excellent customer service. Assists in obtaining program funding through local, state and federal grants and conservation credits programs. The Water Use Efficiency Program Supervisor is responsible for supervising, implementing, and administering assigned elements of the District's multiple water conservation programs. Areas of responsibility include analysis of resources and strategies to identify and recommend improvements; coordination of water use efficiency planning; leading department staff to achieve efficiency and productivity; exercise initiative and sound judgment; and respond effectively to changing priorities and multiple time lines.

**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.

- Supervises, plans, organizes, and integrates the work of assigned staff; monitors work and project plans to achieve goals and objectives; supervises and participates in developing, implementing and evaluating plans, systems and procedures to achieve goals and objectives; participates in implementing and administering conservation programs and initiatives to promote efficient water use, particularly as they relate to landscape irrigation management and commercial and residential conservation programs.
- Supervises and participates in public outreach projects and campaigns; provides recommendations to homeowners and property owners on water usage and conservation techniques, equipment improvements and other methods of achieving more efficient water use; administers the operations and utilization of water efficiency incentives; monitors and evaluates the effectiveness of established programs; prepares reports of findings and recommendations.
- Supervises, coordinates, and participates in the presentation of workshops and seminars on water conservation, irrigation systems, and irrigation efficiency topics.

- 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. 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 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 or an equivalent combination of training and experience.

**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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