

**MERCED IRRIGATION DISTRICT
WATER RESOURCES COORDINATOR**

FLSA Status – Non Exempt

DEFINITION:

Under administrative direction, provides confidential administrative, project management, research, analysis, and general marketing and public relations assistance. Performs high-level administrative and technical duties where the responsibilities of accuracy and judgment are critical.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Coordinate Water Resources grant administration, including managing and communicating with outside project sponsors/government agencies and preparing and compiling monthly, quarterly and year-end reports and invoices according to each grant agreement.
- Water Resources liaison with Finance for monthly and quarterly financial capital expenditure projections.
- MIDDID#1 (an improvement district) administration, including managing all financial and administrative tasks including annual billing, reporting and distribution for Merced County tax roll, processing daily/weekly demand requests from all title companies, conducting subdivision research, processing lien releases, and preparing the annual draft MIDDID#1 budget for management review.
- Coordinate with Cowell Area Diverters and prepare necessary notifications to the California Department of Fish and Wildlife in accordance with the District's Section 1600 Streambed Alteration Agreement.
- Prepare background information for staff, agency and public meetings which may involve gathering and compiling data from various sources, background research, providing comprehensive analysis, preparing visual and audio presentations, technical and formal writing, proof-reading and formatting all required materials.
- Water Resources Department financial administration, including assisting the DGMs and managers with budget administration and budget versus actual tracking, preparing purchase requisitions and invoices, credit card month-end processing and generating and analyzing financial reports from the District's financial management database
- Assisting with review and analysis of contracts and agreements and other miscellaneous projects of highly confidential nature.
- Maintain website content as required for multiple websites, including mercedid.org, lakemcclure.org, and magpi-gw.org.
- Assist the Water Resources Department regarding representation and membership in associations, joint powers authorities, joint action agencies and/or other agency partnerships.
- Public relations activities, including but not limited to developing content and coordinating website updates, drafting and finalizing various public communications and public outreach messaging, and developing creative marketing materials.
- Coordinate communication between the District and the general public.
- Establish good rapport and interact with members of the management team, staff, Board of Directors and the public.
- Coordinate and attend MID Board of Director, joint agency grower and public meetings, provide assistance in preparation of meeting materials and presentations, ensure meetings comply with the Brown Act when required and develop meeting minutes as necessary.
- Coordinate and organize logistics for various meetings, including determining meeting locations, overseeing set-up activities, coordinating audio/visual equipment, and providing refreshments/meals as needed.

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- Coordinate and schedule appointments management staff, exercising discretion as warranted; maintain appointment schedules and calendars with appropriate notification.
- Coordinate and make travel arrangements for conferences and seminars department staff as requested.
- Proofread and finalize correspondence and presentations from the Water Resources Management Team and/or General Manager.
- Handle a wide variety of sensitive and confidential material.
- Prepare reports, charts, graphs or related statistical data as may be required; obtain information from various sources within or outside the District.
- Establish and maintain working files and records as appropriate.
- Operate a variety of office equipment, including personal computers and related hardware and software.
- Prepare draft O&M budgets for management review and assist with development of capital improvement budgets.
- Provide Notary services for District business as required.
- Administer various grower programs as required.
- Perform other duties as requested, directed, or assigned.

QUALIFICATIONS:

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

Education:

- Graduation from high school.
- Associate's Degree highly desirable

Experience:

- Minimum of five (5) years of increasingly responsible technical administrative experience or an equivalent combination of education, training and experience.

Ability to:

- Communicate effectively with outside agencies and the general public
- Multitask and meet several coequal comprehensive work product schedules with coequal deadlines and target deliverable dates.
- Maintain confidentiality.
- Perform a variety of responsible office technical and administrative duties that carry substantial responsibility; initiate and perform detailed work with little supervision;
- Answer questions where judgment and interpretation are necessary; keep complex records; assemble and prepare reports from such records; communicate effectively with all levels of management, employees and the public; work cooperatively with others.

Knowledge of:

- District divisions; District policies and procedures; technical administrative procedures, practices and techniques;
- Business letter, media correspondence and report writing, including the use of proper English, spelling and punctuation; collecting and organizing data; superior technical and formal writing skills are essential.

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Necessary Special Requirements:

- California Notary Public Certification or ability to obtain certification..
- Must complete a two hour Ethics training course every two years in compliance with California AB 1234.
- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment.

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self-directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state/ federal/agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

TYPICAL PHYSICAL DEMANDS:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways.

Sitting: Remains in a seated position for up to eight (8) hours per day

Hands/Arms: Operates computer for up to eight (8) hours per day

Lifting: Raises and lowers boxes and supplies up to twenty-five (25) pounds.

Stooping: Bends body downward and forward by bending at the knees or waist

Talking: Expresses ideas and shares information by means of spoken work in person and by telephone.

Hearing: Hears well enough to receive communications in person and by telephone.

Vision: Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

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SUPERVISION:

The position receives general supervision from the Deputy General Manager of Water Resources.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature/Date

Supervisor Signature/Date

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