



DATE	SEPT 2013
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JOB TITLE: Water Resource Management Specialist
 DEPARTMENT/DIVISION: Public Works
 REPORTS TO: Water Quality & Production Supervisor

SUMMARY: Responsible for developing, administering and evaluating water conservation education programs for residents, schools, businesses and community and civic groups. Frequently give presentations and make public appearances related to water conservation methods, techniques, and current status within the North Texas region and the City of Carrollton.

ESSENTIAL JOB FUNCTIONS:

- Coordinate educational programs supporting, promoting and marketing waste reduction and recycling through various community outreach activities such as school educational events, citizens night out, and council meetings.
- Give presentations regarding water conservation and waste reduction to various community and business groups.
- Design and prepare press releases, media announcements, brochures, fliers, news articles, websites and other public awareness materials for environmental education programs.
- Develop measurable and reporting structures to determine overall effectiveness of water conservation.
- Coordinate with local businesses on water conservation programs and practices.
- Work with vendors to solicit donations and support for water conservation programs.
- Assist in developing and maintaining departmental division budget.
- Stay informed on local, state and federal legislation relating to water conservation.
- Develop and maintain regional contacts and actively participate in regional water conservation activities and discussions.
- Perform water facility water management audits and recommend improvements dealing with water use, losses and conservation practices.
- Act as primary contact during mandatory drought restrictions.
- Assist in the development of ordinances and/or policies.
- Facilitate the development of long range water management plans.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Assist in developing and maintaining departmental division budget.
- Supervise water conservation volunteers and manage volunteer projects.
- Oversee annual Library and environmental programs throughout the city.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of water conservation best practices;
- Knowledge of municipal services and operations;
- Knowledge of general water and wastewater treatment;
- Knowledge of preparing and giving written and oral presentations;
- Skilled in Microsoft Office including Word, PowerPoint and Excel;
- Skilled in applying independent judgment, personal discretion and resourcefulness in interpreting and applying guidelines;
- Skilled in providing customer service;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in communicating effectively with a variety of individuals;
- Ability to foster and maintain effective working relationships with peers, public officials and citizens.
- Ability to make presentations to various size groups in an articulate manner.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Public Administration, Environmental Science, Marketing or Public Relations and 1 year of related experience OR
- High School Diploma or GED and 5+ years of experience in marketing, water conservation, waste reduction, environmental science and/or community project initiatives
- Requires a valid Texas Driver's License.

PREFERENCES:

- Bachelor's Degree and 1 - 3 years experience in marketing, water conservation, waste reduction, environmental science and/or community project initiatives OR
- High School Diploma or GED 5 -7 years of experience in marketing, water conservation, waste reduction, environmental science and/or community project initiatives

WORKING CONDITIONS:

- Work is typically performed in both standard office and outdoor environments, with potential exposure to adverse weather conditions.
- Occasional outside work and frequent travel.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.