

## **PUBLIC NOTICE**

**A MEETING OF THE ADMINISTRATIVE COMMITTEE OF THE CARSON WATER SUBCONSERVANCY DISTRICT WILL BE HELD ON MONDAY, FEBRUARY 2, 2015, AT 10:30 A.M. IN THE CARSON WATER SUBCONSERVANCY DISTRICT CONFERENCE ROOM AT 777 EAST WILLIAM STREET, #110, CARSON CITY, NEVADA.**

**s/TONI LEFFLER  
SECRETARY**

## **AGENDA**

- 1) Call to order
- 2) Public comment
- 3) Discussion for possible action regarding approval of the Administrative Committee minutes from December 5, 2014.
- 4) Discussion for possible action regarding a review of the CWSD job descriptions.
- 5) Discussion for possible action regarding staff salary analysis.
- 6) Discussion for possible action regarding a proposed cost of living adjustment for FY 2015-16.
- 7) Public comment
- 8) Adjournment

Supporting information is available through Toni Leffler, 777 E. William St., #110A, Carson City, NV 89701, 775-887-7450, [toni@cwsd.org](mailto:toni@cwsd.org) and on CWSD website at [www.cwsd.org](http://www.cwsd.org). This notice has been posted on JANUARY26, 2015, at the following locations:

-Dayton Utilities Complex  
-Lyon County Courthouse  
-Carson City Hall  
-Alpine County Administrative Building

-Minden Inn Office Complex  
-Churchill County Administrative Complex  
-Carson Water Subconservancy District Office

## MEMORANDUM

TO: Administrative Committee

FROM: Edwin James

DATE: February 2, 2015

SUBJECT: Agenda Items Background Information

### **Item #4 - Discussion for possible action regarding a review of the CWSD Job Descriptions.**

At the October board meeting, the Board of Directors authorized CWSD staff to work with POOL/PACT to review CWSD staff's duties and job descriptions. Part of the process included a POOL/PACT representative meeting with CWSD staff and reviewing their job duties. In December, POOL/PACT submitted the revised job descriptions for staff review. For the Administrative Assistant, Water Resource Specialist, and General Manager positions POOL/PACT suggested that the current job duties and descriptions only needed a few minor changes. However, POOL/PACT noted that both Brenda Hunt's and Courtney Walker's actual job duties and responsibilities are greater than what is reflected in their job descriptions. POOL/PACT suggested that, with some additional changes, the Watershed Program Manager job description is a better fit for Ms. Hunt's job duties than her current Watershed Coordinator title. POOL/PACT also suggested that Courtney Walker's job description and title be changed from Watershed Assistant to Watershed Program Specialist. Attached are the proposed new job descriptions for CWSD staff.

**Item #5 - Discussion for possible action regarding staff salary analysis.** With the proposed revised job descriptions I was hoping that the various HR Directors in the watershed could assist in evaluating the jobs and suggest a salary range for each position. Unfortunately, the HR Directors indicated that they did not have the time to help us. They all recommended that I speak to Pete Ronza with Pontifex Consultant Group. Mr. Ronza is working with all the counties on updating their salary ranges. I did contact Mr. Ronza. Although he could not give me specific salary ranges for each position, he did discuss what should be considered in developing a salary range. He mentioned that being a small agency we would not be able to compete against the larger agencies (i.e., limited opportunity to move up in the organization). His suggestion is that salaries should be competitive to get and keep good employees but recognizes that opportunities for advancement are limited.

Based on this information and my review of the other counties' job duties and salary ranges, the following are my recommendations for the various salary ranges.

- For the Administrative Assistant, Water Resource Specialist, and General Manager positions, there would be no changes to the salary ranges. The current salary ranges seem to be in-line with the surrounding communities and these salary ranges should stay competitive if COLA adjustments are made periodically.
- For the Watershed Coordinator Position, it is recommended the job description be modified to reflect the job duties in the Watershed Program Manager position, and the salary range would be \$60,197 to \$84,915/yr.

- For the Watershed Coordinator Assistant position, it is recommended the job description be modified to reflect the job duties in the Watershed Program Specialist position, and the salary range would be \$48,683 to \$68,672/yr. The changes to the salary ranges would go into effect July 1, 2015.

**Item #6 - Discussion for possible action regarding a proposed cost of living adjustment for FY 2015-16.** Based on information from the Bureau of Labor Statistics, the Consumer Price Index (CPI) for 2014 is 1.5%. Staff is proposing a one and a half percent (1.5%) cost-of-living adjustment for FY 2015-16. This adjustment may get reduced due to an increase in the PERS contribution for FY 2015-16. This CPI adjustment will cost CWSD approximately \$4,378 to \$5,826 for FY 2015-16.

**CARSON WATER SUBCONSERVANCY DISTRICT  
(CWSD)  
ADMINISTRATIVE ASSISTANT**

**FLSA Status:** Non-Exempt

Created: December 31, 2014

**DEFINITION:** Under general direction of the General Manager, performs a wide variety of confidential and complex clerical, accounting, and administrative duties in the support of Carson Water Subconservancy District (CWSD) policies, procedures, and practices.

**DISTINGUISHING CHARACTERISTICS:** This is a regular full-time position. This position is expected to function independently with minimal supervision.

**ESSENTIAL FUNCTIONS:** *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Answers phones and directs callers to the appropriate individual, waits on the general public, and provides information related to CWSD.
2. Takes minutes and meeting notes for board, committee, and other CWSD/CRC meetings.
3. Receives and sorts incoming mail in order to route to the appropriate individual.
4. Maintains a variety of files and records.
5. Assists in the implementation of goals and objectives for special programs and projects; establishes schedules for program operations, implement policies, and procedures.
6. Maintains records inventory; maintains financial records; maintains petty cash account; pays bills; and prepares various financial reports for CWSD, State and other governmental agencies.
7. Orders/purchases supplies.
8. Conducts surveys, studies, and special projects; collects information on operational and administrative problems; assists in preparing reports for various grants administered by CWSD.
9. Creates and proofreads a variety of documents including general correspondence, notes, dictation machine recordings, and verbal instruction.
10. Participates in the preparation and processing of board and committee agenda packets; types staff reports, notices, and other documents; duplicates, collates, and distributes agenda packets.
11. Performs safety audits and maintains the safety manual.
12. Assists with field work and data collection.
13. Demonstrates professional attitude with appropriate tact and discretion in all interactions with all internal and external customers, to include but not limited to CWSD personnel, CWSD Board, governmental agencies, civic groups, service organizations, vendors, consultants, other agencies doing business with CWSD, and general public.

**QUALIFICATIONS FOR EMPLOYMENT:*****Knowledge and Skills/Abilities:******Knowledge of***

- English usage, spelling, grammar, and punctuation.
- Business letter writing and report preparation.
- Principles and procedures of record keeping.
- Modern office methods, practices, procedures, and computer equipment.
- Basic word processing methods, techniques, and programs.
- Telephone and general reception procedures.
- Accounting principles and practices.

***Skills/ Ability to***

- Effectively use word processing and database programs.
- Perform some administrative research duties.
- Communicate well, both in writing and verbally.
- Comply with pertinent Federal, State and local policies, procedures, laws and regulations related to assigned work programs and projects.
- Effectively administer a variety of special programs, special events, and project activities.
- Implement and evaluate improvements in operations, procedures, policies, or methods.
- Meet deadlines.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Work outside in various weather conditions.

***Required Certifications and Licenses:***

Possession of a valid driver's license or alternate means of travel.

***Experience and Training: Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:***

Possession of a high school diploma or equivalent and five years of progressively responsible experience working in an office setting preparing correspondence and/or reports, compiling data, and financial documents.

***Physical, Intellectual, and Mental Requirements:*** *The physical, intellectual, and mental requirements described here are fundamental for an employee to successfully perform the essential functions of the job.*

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal. Strength and stamina to bend, stoop, sit, stand, and walk for extended periods of time. Dexterity and coordination to handle files and single pieces of paper; periodic lifting of files, stacks of paper or reports, references, and other materials. Some bending, reaching, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone and in person. Mental stamina to deal with emotionally difficult situations. Light lifting (up to 25 pounds) may be periodically required. Must be able to work outside with ability to maneuver on uneven ground.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

***Working Conditions:*** *Work is performed under the following conditions.*

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events. Occasional outdoor collection of data along stream banks on uneven ground and through brush and weeds.

***Employee's Acknowledgement:*** I acknowledge that I have read the above job description and have received a copy for my records.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CARSON WATER SUBCONSERVANCY DISTRICT GENERAL MANAGER

**FLSA Status:** Exempt

Created: December 31, 2014

**DEFINITION:** Plans, directs, manages, and oversees the activities and operations of Carson Water Subconservancy District (CWSD). Performs high-level administrative, technical, and professional work in directing and supervising the administration of CWSD organization. Receives broad policy guidance from CWSD Board of Directors.

**DISTINGUISHING CHARACTERISTICS:** This is a regular full-time position.

This position is responsible for the overall management of CWSD and for the supervision of management staff and management of CWSD resources consistent with the administrative and policy direction of the CWSD Board of Directors. This is an "at-will" position and serves at the pleasure of the CWSD Board of Directors.

**ESSENTIAL FUNCTIONS:** *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Develops, evaluates, and implements administrative policies and procedures to meet CWSD goals and objectives; supervises the performance of CWSD personnel; coordinates the activities of CWSD to ensure timely, efficient, and effective delivery of programs and services.
2. Selects, directs, develops, and evaluates personnel staff; instructs and trains staff and provides training programs to enhance the capabilities of staff and improve the delivery of services; listens, responds to, and resolves employee problems, concerns, complaints, and grievances; administers discipline for inadequate performance and/or improper behavior.
3. Negotiates and represent CWSD in various activities and meetings with both private and public agencies, governmental entities and individuals; testifies on state and federal legislation; make educational and informational presentations to various organizations and news media;
4. Oversees the development of the annual CWSD budget for approval by the Board of Directors; monitors expenditures to ensure compliance with budgets; accounts for variances between projected and actual expenditures, and provide monthly financials to the Board of Directors.
5. Analyzes proposals regarding policies, programs, and services and develops recommendations to the CWSD Board of Directors; analyzes information pertaining to CWSD services and operations including policies, programs, methods, budgets, staffing, organization, and capital needs; writes reports and correspondence for government agencies, members of the community, and the CWSD Board of Directors.
6. Administers the preparation of CWSD meeting agendas; attends CWSD meetings; makes oral and written presentations to CWSD Board of Directors and

- to other public and private groups; provides information to the news media and the public regarding CWSD operations; represents the CWSD with other government agencies and in meetings with the public.
7. Analyzes proposed legislation and administrative regulations for their impact on CWSD operations; reviews and makes recommendations to the Board regarding legislative activities; participates in the lobbying process by presenting oral and written testimony to appropriate bodies.
  8. Oversees the development of grant applications.
  9. Directs the collection of climatological and hydrologic data; advises the Board, counties/cities, state and federal agencies in the evaluation of flood threatened areas for flood control planning, including floodplain management.
  10. Assists CWSD Board of Directors in the development of overall goals of CWSD; provides leadership and direction in the development of short- and long-range plans for achieving overall goals.
  11. Advises the Board, counties/cities, state and federal agencies in the planning, design and construction of regional water supply, transmission, and treatment facilities.
  12. Advises the Board, counties/cities, state and federal agencies in watershed management and issues that may or do impact the water resources of the Carson River Basin.
  13. Demonstrates professional attitude with appropriate tact and discretion in all interactions with all internal and external customers, to include but not limited to CWSD personnel, CWSD Board, governmental agencies, civic groups, service organizations, vendors, consultants, other agencies doing business with CWSD, and general public.

## **QUALIFICATIONS FOR EMPLOYMENT:**

### ***Knowledge and Skills/Abilities:***

#### *Knowledge of*

- Principles and practices of management and supervision.
- Principles of public budget preparation and administration.
- Principles of public personnel administration and employee relations.
- Principles and practices of engineering administration, flood control projects, water supply, transmission and treatment, and watershed management.

#### *Skill/Ability to*

- Develop policies and goals consistent with CWSD directives.
- Manage flood control, drainage, water supply, treatment, transmission, and watershed projects.
- Plan, direct, and evaluate the work of staff.
- Develop, motivate, and supervise staff.



- Work effectively under the pressure of deadlines, conflicting demands, and emergencies; gain cooperation through discussion and persuasion.
- Collect, interpret, and evaluate narrative and statistical data pertaining to policy, fiscal, and operational matters.
- Analyze policies, regulations, projects, activities, and methods.
- Project the consequences of proposed actions.
- Implement administrative policies and work programs consistent with regulations and with CWSD policies and goals.
- Understand, interpret, and apply laws and regulations.
- Present findings, recommendations, and policies to individuals and groups in an understandable and persuasive manner.
- Communicate effectively in writing on matters related to department policies, funding, and operations.

***Required Certifications and Licenses:***

Possession of a valid driver's license or alternate means of travel.

***Experience and Training:*** *Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

Bachelor's Degree in Civil Engineering or other water/natural resource-related field and a minimum ten years of progressively responsible experience in areas of water resource management including working with elected officials and public organizations.

***Physical, Intellectual, and Mental Requirements:*** *The physical, intellectual, and mental requirements described here are fundamental for an employee to successfully perform the essential functions of the job.*

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal. Strength and stamina to bend, stoop, sit, stand, and walk for extended periods of time. Dexterity and coordination to handle files and single pieces of paper; periodic lifting of files, stacks of paper or reports, references, and other materials. Some bending, reaching, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone and in person. Mental stamina to deal with emotionally difficult situations. Moderate lifting (up to 30 pounds) may be periodically required. Must be able to work outside with ability to maneuver on uneven ground.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

***Working Conditions:*** *Work is performed under the following conditions.*

Position generally functions indoors in an office type environment where most work is performed at a desk. Position also functions outside with exposure to extreme weather conditions including heat, rain, snow, cold, and wind. Work may be performed independently and may be in isolated geographic areas.

***Employee's Acknowledgement:*** I acknowledge that I have read the above job description and have received a copy for my records.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CARSON WATER SUBCONSERVANCY DISTRICT  
(CWSD)  
WATER RESOURCE SPECIALIST**

**FLSA Status:** Non-Exempt

Created: December 31, 2014

**DEFINITION:** Under general direction of the General Manager, manages, plans, and coordinates the water conservation programs; prepares and organizes various grants; works cooperative with General Manager and CWSD staff/contractors to complete job duties; and provides general information and assistance to the public.

**DISTINGUISHING CHARACTERISTICS:** This is a regular part-time position (25 to 35 hours per week, may require additional hours during peak periods).

**ESSENTIAL FUNCTIONS:** *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Prepares original documents using Microsoft Word and Excel, as well as data entry using Microsoft Excel and/or Access.
2. Prepares documents with high level of accuracy for recording, such as water right deeds.
3. Represents CWSD at conferences or special events.
4. Compiles data for special projects.
5. Answers phone calls, runs errands, and performs other office-related duties.
6. Performs irrigation surveys.
7. Organizes and maintains files, e-mail lists, mailing lists, and contact information, including databases.
8. Research and purchase hardware, software, and other items / services necessary for smooth operation of CWSD's electronic technology.
9. Manages and maintains CWSD computers, and physical / digital content of CWSD library.
10. Assists with maintenance of website, social media, and blog.
11. Assists with field work and data collection.
12. Provides professional oral and/or written updates to the Carson Water Subconservancy District Board.
13. Assists with the creation and preparation of the quarterly newsletter, The Flow, and other outreach materials regarding CWSD / watershed activities.
14. Prepares quarterly reports, annual reports, and invoicing for various grants administered by CWSD.
15. Pursues and prepares grant applications.
16. Assists in the preparation and updates of technical and non-technical documents, such as the Comprehensive Regional Water System Plan, Carson River Watershed Adaptive Stewardship Plan, and the Carson River Watershed Regional Floodplain Management Plan.
17. Provides field assistance for various watershed programs.

18. Provides logistical support and assists with CWSD/CRC community outreach and education special events, such as bus tour, forum, and other conferences.
19. Demonstrates professional attitude with appropriate tact and discretion in all interactions with all internal and external customers, to include but not limited to CWSD personnel, CWSD Board, governmental agencies, civic groups, service organizations, vendors, consultants, other agencies doing business with CWSD, and general public.

## **QUALIFICATIONS FOR EMPLOYMENT:**

### ***Knowledge and Skills/Abilities:***

#### *Knowledge of*

- Microsoft Word and Excel;
- Modern office practices, procedures, and equipment.
- English usage, spelling, grammar, and punctuation.
- Business letter writing and report preparation.
- Water resources and watershed management.
- Oral presentation methods and materials, including Power Point presentations.
- Facilitation and conflict resolution practices.

#### *Skill/Ability to*

- Perform responsible work involving the use of independent judgment.
- Operate modern office machines and equipment.
- Independently prepare a variety of correspondence and memorandums.
- Carry out oral and written instructions, communicate clearly and concisely both orally and in writing.
- Establish and maintain cooperative working relationships with diverse groups contacted in the course of work.
- Identify sources of information and compile data pertinent to watershed management.
- Work outside in various weather conditions.

### ***Required Certifications and Licenses:***

Possession of a valid driver's license or alternate means of travel.

***Experience and Training:*** *Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

A high school diploma or equivalent, plus a minimum of five years of water resources, natural resources, or related experience, is required. Supplemental training including vocational or college level courses is preferred.

***Physical, Intellectual, and Mental Requirements:*** *The physical, intellectual, and mental requirements described here are fundamental for an employee to successfully perform the essential functions of the job.*

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal. Strength and stamina to bend, stoop, sit, stand, and walk for extended periods of time. Dexterity and coordination to handle files and single pieces of paper; periodic lifting of files, stacks of paper or reports, references, and other materials. Some bending, reaching, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone and in person. Mental stamina to deal with emotionally difficult situations. Moderate lifting (up to 30 pounds) may be periodically required. Must be able to work outside with ability to maneuver on uneven ground.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

***Working Conditions:*** *Work is performed under the following conditions.*

Position generally functions indoors in an office type environment where most work is performed at a desk. Position also functions outside with exposure to extreme weather conditions including heat, rain, snow, cold, and wind. Work may be performed independently and may be in isolated geographic areas.

***Employee's Acknowledgement:*** I acknowledge that I have read the above job description and have received a copy for my records.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

12. Provides community outreach and education.
13. Keeps General Manager abreast of activities within the Watershed Program.
14. Prepares and delivers oral and/or written presentations to CWSD Board, local jurisdiction boards, schools, and other entities.
15. Plans, develops, and organizes conferences, workshops, education, outreach projects, and materials.
16. Participates in various evening and weekend meetings/activities throughout the Carson River Watershed.
17. Represents CWSD and CRC at conferences, special events, and board meetings.
18. Provides assistance to local conservation districts, weed districts, and watershed councils.
19. Performs work in field, including water quality monitoring and streamflow measurements, restoration activities, and education work days.
20. Demonstrates professional attitude with appropriate tact and discretion in all interactions with all internal and external customers, to include but not limited to CWSD personnel, CWSD Board, governmental agencies, civic groups, service organizations, vendors, consultants, other agencies doing business with CWSD, and general public.

**QUALIFICATIONS FOR EMPLOYMENT:**

***Knowledge and Skills/Abilities:***

*Knowledge of:*

- Principles of Watershed Management including water resources, floodplain management, and riverine processes.
- Presentation programs, such as Power Point.
- Project and program management
- Modern office practices, procedures, and equipment.
- English usage, spelling, grammar, and punctuation.
- Business letter writing and document preparation.

*Skill/Ability to:*

- Use strong oral and written communication skills.
- Use strong facilitation and conflict resolution skills.
- Establish and maintain cooperative working relationships with diverse groups contacted in the course of work.
- Promote collaboration among organizations and individuals.
- Make public presentations on a variety of watershed-related topics.
- Identify sources of information and compile data pertinent to watershed management.

- Work with stakeholders to develop and draft regional plans and policies.
- Facilitate small and large groups.
- Perform responsible work involving the use of independent judgment.
- Operate modern office machines and equipment.
- Independently prepare a variety of correspondence and memorandums.
- Carry out oral and written instructions and communicate clearly and concisely, both orally and in writing.
- Work outside in various weather conditions.

**EXPERIENCE AND/OR TRAINING MINIMUM QUALIFICATIONS:** Any combination of training, education, and experience that would provide the required knowledge and abilities.

Bachelor's degree from an accredited college or university with a major course work in natural resource management, environmental sciences, or environmental studies, or related field and a minimum of five years experience in a related field. Experience working with diverse groups for the purpose of building consensus and conflict resolution is essential.

***Required Certifications and Licenses:***

Possession of a valid driver's license or alternate means of travel.

***Physical, Intellectual, and Mental Requirements:*** *The physical, intellectual, and mental requirements described here are fundamental for an employee to successfully perform the essential functions of the job.*

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal. Strength and stamina to bend, stoop, sit, stand, and walk for extended periods of time. Dexterity and coordination to handle files and single pieces of paper; periodic lifting of files, stacks of paper or reports, references, and other materials. Some bending, reaching, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone and in person. Mental stamina to deal with emotionally difficult situations. Moderate lifting (up to 30 pounds) may be periodically required. Must be able to work outside with ability to maneuver on uneven ground.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

***Working Conditions:*** *Work is performed under the following conditions.*

Position generally functions indoors in an office type environment where most work is performed at a desk. Position also functions outside with exposure to extreme weather conditions including heat, rain, snow, cold, and wind. Work may be performed independently and may be in isolated geographic areas.

***Special Conditions:***

Employee may be required to work some evenings, weekends, holidays, and overtime. Work week may be flexible.

***Employee's Acknowledgment:*** I acknowledge that I have read the above job description and have received a copy for my records.

---

Employee's Signature

---

Date Signed



**CARSON WATER SUBCONSERVANCY DISTRICT (CWSD)  
WATERSHED PROGRAM SPECIALIST**

Created: December 31, 2014

**FLSA Status:** Non-Exempt

**JOB DESCRIPTION:** Under general direction of the Watershed Program Manager, the Watershed Program Specialist works cooperatively and collaboratively with Watershed Program Manager and CWSD staff to complete job duties; manages, plans, and assists in the coordination of the integrated watershed planning process; prepares and organizes various small and large group meetings; provides general information and assistance to the public.

**DISTINGUISHING CHARACTERISTICS:** This is a regular part-time position (30 to 40 hours per week).

**ESSENTIAL FUNCTIONS:** *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Contributes to maintenance and coordination of the cooperative process for watershed management involving local, state, tribal, and federal/private agencies, and interested individuals.
2. Contributes to the coordination and facilitation of the Carson River Coalition (CRC) process and the various Working Groups, including meeting dates and locations, agendas, and meeting notes.
3. Participates in the development of projects, programs, and documents for the CWSD, CRC and Working Groups.
4. Participates in the coordination of activities and programs with outside agencies, such as local conservation districts, weed districts, watershed councils, and contractors regarding watershed program activities, such as invasive species, floodplain management, water quality, etc.
5. Administers the CWSD Noxious Weed Abatement Program.
6. Prepares draft regional planning documents and watershed reports as assigned for the Carson Water Subconservancy District, the CRC and Working Groups.
7. Pursues and prepares grant applications.
8. Prepares quarterly and annual reporting, and invoicing for various watershed programs/projects funded through grants.
9. Implementing tasks/actions to meet grant deliverables and objectives.
10. Provides community outreach and education, and prepares press releases and distributes to local media.
11. Manages and maintains the CRC email list, CWSD website, social media, and blog.
12. Assists with CWSD library administration and maintenance.
13. Prepares and sends CRC emails to the CRC email list.
14. Prepares and develops content for CWSD's draft quarterly newsletter.

15. Presents oral and/or written updates to CWSD Board, local jurisdictions, schools, and other entities.
16. Assists with the development of conferences, workshops, marketing materials, and presentations for CRC and CWSD.
17. Represents CWSD at conferences or special events.
18. Participates in various evening and weekend meetings/activities throughout the Carson River Watershed.
19. Performs fieldwork when necessary, including water quality monitoring, streamflow measurements, restoration activities, and education work days.
20. Demonstrates professional attitude with appropriate tact and discretion in all interactions with all internal and external customers, to include but not limited to CWSD personnel, CWSD Board, governmental agencies, civic groups, service organizations, vendors, consultants, other agencies doing business with CWSD, and general public.

**QUALIFICATIONS FOR EMPLOYMENT:*****Knowledge and Skills/Abilities:******Knowledge of:***

- Modern office practices, procedures, and equipment.
- English usage, spelling, grammar, and punctuation.
- Business letter writing and report preparation.
- Water resources and watershed management.
- Oral presentation methods and materials, including Power Point presentations.
- Facilitation and conflict resolution practices.

***Skill/Ability to:***

- Perform responsible work involving the use of independent judgment.
- Operate modern office machines and equipment.
- Independently prepare a variety of correspondence and memorandums.
- Carry out oral and written instructions and communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with diverse groups contacted in the course of work, including public entities and the public.
- Promote collaboration among organizations and individuals new to the process.
- Identify sources of information and compile data pertinent to watershed management.
- Facilitate small and large groups.
- Work outside in various weather conditions
- Work well independently or within a team.

***Required Certifications and Licenses:***

Possession of a valid driver's license or alternate means of travel.

***Experience and Training:*** Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Four year degree from an accredited college or university with major course work in natural resource management, wildlife management, environmental studies, or equivalent and a minimum of three years experience in a related field. Experience working with diverse groups for the purpose of building consensus and conflict resolution is preferred.

***Physical, Intellectual, and Mental Requirements:*** The physical, intellectual, and mental requirements described here are fundamental for an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal. Strength and stamina to bend, stoop, sit, stand, and walk for extended periods of time. Dexterity and coordination to handle files and single pieces of paper; periodic lifting of files, stacks of paper or reports, references, and other materials. Some bending, reaching, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone and in person. Mental stamina to deal with emotionally difficult situations. Moderate lifting (up to 30 pounds) may be periodically required. Must be able to work outside with ability to maneuver on uneven ground.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

***Working Conditions:*** Work is performed under the following conditions.

Position generally functions indoors in an office type environment where most work is performed at a desk. Position also functions outside with exposure to extreme weather conditions including heat, rain, snow, cold, and wind. Work may be performed independently and may be in isolated geographic areas.

***Special Conditions:***

Employee may be required to work some evenings, weekends, holidays, and overtime. Work week may be flexible.

***Employee's Acknowledgement:*** I acknowledge that I have read the above job description and have received a copy for my records.

---

Employee's Signature

---

Date Signed