

**TRUCKEE MEADOWS
WATER AUTHORITY
POSITION PROFILE**

Position Title: Resource Planner

Career Band: C42

FLSA Status: Exempt

Last Revision: 5-30-06

Reports To: DIRECTOR RESOURCE PLANNING AND DEVELOPMENT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

POSITION PURPOSE:

Under direction of senior staff, support and provides data collection; statistical, financial and economic analysis of customer billing and water resources to ensure reliable and economic water service; develop and analyze issues and policies related to water resource options and water treatment/distribution; represents utility in local, regional and state water-related meetings, committees or technical bodies.

ESSENTIAL FUNCTION STATEMENTS. *Essential responsibilities and duties may include, but are not limited to, the following:*

1. Performs economic/ engineering/ hydrogeologic studies of generic and specific water resource related issues and projects.
2. Analyzes and integrates demand and supply options of water resource planning. Supports utility policies and rate issues. Contributes to the writing of testimony in resource plan adoptions, rate cases and other proceedings.
3. Assists in groundwater and surface water production integration plans. Provides support for groundwater development, well siting, groundwater permits, and artificial recharge programs in conjunction with Administrator, Water Rights.
4. Ensures compliance with all applicable federal, state, county, and local statutes, regulations, ordinances, and policies pertinent to the duties and responsibilities of this position.
5. Assists work by others on special studies and reports, evaluating impacts on future resource requirements and costs.
6. Provides technical analysis for special studies pertaining to water resources, supply, treatment, and distribution. Supports the Engineering Planning Department in preparation of planning and regulatory reports.
7. Assists in project management for water resource planning and other projects as assigned.
8. Provides analysis for water tariff and rate issues. Provides testimony in the development of, and presentation of resource plans, rate cases and other proceedings.

QUALIFICATIONS

KNOWLEDGE OF:

- Resource planning methods.
- Water law.
- Surface and groundwater hydrology.
- Truckee River operation.
- Regulatory requirements.
- Data collection techniques.
- Utility financing, regulatory economics, statistics.
- Environmental regulations, statutes.
- Ordinances and policies.

ABILITY TO:

- Perform technical evaluation methods.
- Perform data collection/database creation.
- Perform mathematics/computer modeling.
- Prepare both oral and written presentations.
- Elicit and review the work of engineers, analysts and other disciplines in organization.
- Represent utility policy, goals, and values.
- Be punctual regarding work hours established by TMWA.
- Be mentally and physically alert during working hours.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education or Training:

Post secondary education including but not limited to bachelor degree in resource economics, hydrology, mathematics, or a related field.

Experience:

Two to three years of experience in resource planning, or related field.

Other combinations of education/experience may be considered.

Licenses:

A valid Nevada driver's license and the ability to maintain insurability under the Utility's Vehicle Insurance Policy.

WORKING CONDITIONS

Environmental Conditions:

Office environment: exposure to computer screens.

Field environment: performance of essential functions may require travel and exposure to pedestrian and vehicle traffic.

Work responsibilities also require working alone, working with others in a team environment or working with customers or outside agencies.

Interaction With Others:

Frequent customer, employee and other stakeholder interactions including, but not limited to, phone conversations, in person meetings and written communications.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time; the ability to distinguish color; extensive use of the computer keyboard.

