

**TRUCKEE MEADOWS
WATER AUTHORITY
POSITION PROFILE**

Position Title: Resource Planner, Associate

Career Band: C41

FLSA Status: Exempt

Last Revision: 4-24-07

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; analyze data related to issues and policies for water production, customer demands, resource options and water treatment/distribution; may represent utility in local and regional water-related meetings.

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 water use data and supply options. Supports planning staff for utility policies and rate issues.
3. Assists in groundwater and surface water production integration plans. Provides support to Supervisor, Water Rights.
4. Assists work by others on special studies and reports, evaluating impacts on future resource requirements and costs.
5. 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.
6. Assists in water resource planning and other projects as assigned.
7. Provides analysis for water tariff and rate issues.

QUALIFICATIONS

KNOWLEDGE OF:

- Resource planning methods.
- Surface and groundwater hydrology.
- Data collection techniques.
- Utility financing, regulatory economics, statistics.
- Ordinances and policies.

ABILITY TO:

- Perform technical evaluation methods.
- Perform data collection/database creation.
- Perform mathematics/computer modeling.
- Prepare both oral and written presentations.
- 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:

Some experience in planning, statistics, mathematics, economic forecasting, or related field preferred.

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.