

**TRUCKEE MEADOWS  
WATER AUTHORITY  
POSITION PROFILE**

**Position Title: Resource Planner, Senior**

**Career Band: C43**

**FLSA Status: Exempt**

**Last Revised: 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:**

To initiate, manage and direct statistical, financial and economic analysis and support!to ensure water resources are sufficient to provide reliable and economic water service; develops and analyzes issues and policies related to water resource options and water treatment/distribution; ensures implementation and compliance with federal, state, and local regulatory requirements for water resources; prepares and presents testimony related to development of or analysis of rules and rate schedules; represents utility in local, regional and state water-related meetings, committees or technical bodies; project management as assigned.

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

1. Directs preparation of sections of formal water resource plan and facilities plan(s). Performs economic/ engineering/ hydrogeologic studies of generic and specific water resource related issues and projects.
2. Directs, analyzes and integrates demand and supply options of water resource planning. Directs, initiates, and supports utility policies and rate issues. Contributes to the writing of testimony in resource plan hearings, rate cases and other proceedings.
3. Manages groundwater and surface water production integration plans. Manages 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. Prepares/coordinates work by others on special studies and reports, evaluating impacts on future resource requirements and costs.
6. Directs, performs or coordinates special studies for new supply projects. Coordinates, develops or supports the Engineering Planning Department in preparation of planning and regulatory reports and special projects.
7. Provides project management for water resource planning and other projects as assigned, including but not limited to GIS and mapping, records management and administration, electronic content management systems, internally developed software, IT system support, and applications.
8. Provides testimony in the development and presentation of resource plans, rate cases and other proceedings. Represents utility interests at various community and government planning groups.

## QUALIFICATIONS

### KNOWLEDGE OF:

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

### ABILITY TO:

- Manage projects.
- Perform technical evaluation methods.
- Direct and/or perform mathematics/computer modeling techniques.
- Direct and/or perform database design, construction, and analysis using databases.
- Prepare and deliver both oral and written presentations.
- Supervise, coordinate, 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 bachelors or masters degree in resource economics, hydrology, mathematics, or a related field with 2 to 4 years experience as a planner

### Experience:

Three to five years of experience managing projects, groups and/or committees.

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; the ability to

stand and walk on uneven ground and in steep areas for prolonged periods of time.