



# City of Tempe

## WATER RESOURCES MANAGER

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	440	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$94,142
<i>Supervision Level:</i>	Manager	<i>Salary / Hourly Maximum:</i>	\$127,092
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Water Resources Manager
<i>Drug Screen / Physical:</i>	Y	N	<i>EEO4 Group:</i> Professionals

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives general direction from the Water/Sewer Utilities Deputy Director or from other management staff.

Exercises direct supervision over water resources technical staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years of administrative or managerial experience in water resource and conservation management, to include policy development, preferably in a public agency.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, engineering or degree related to the core functions of this position.
<i>License / Certification:</i>	None

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission, vision, and values. To perform a variety of complex and highly responsible professional administrative duties related to water resource and conservation management. To plan, organize and direct water resources activities to include the development of policies, coordination and administration of programs, and implementation of the City's short and long-range water resource and conservation plan.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Develop, implement, coordinate, and update the City's Water Resource and Conservation Plan.
- Propose and implement program changes to assure compliance with water conservation goals and objectives.
- Ensure that the Water/Sewer Utilities Deputy Director, City management, and the City Council are kept abreast of current legislation, regulations, and new policies affecting water resource and conservation through position papers, technical reports and oral presentations.
- Represent the City and serve as the City's primary liaison with various committees, agencies and associations such as the Arizona Municipal Waters Users Association, Salt River Project, Sub-Regional Operating Group and Maricopa Association of Governments.
- Represent the City before legislative committees and hearings regarding water resource issues and participate in negotiations as required.
- Review, follow, and advise upper management on negotiation processes and procedures relating to Central Arizona Project subcontract, ground water code, water quality regulations, etc; meet with officials of other cities, the State, Salt River Project (SRP) and the Central Arizona Project (CAP) as required.
- Plan and propose budgetary requirements to assure a viable conservation program within the City; prepare and administer the water resource and conservation budget.
- Monitor and report the cost benefit and effectiveness of the City's water resource and conservation programs to City management and the City Council.
- Serve as the City's primary spokesperson with the general public and media services on water conservation issues.
- Direct and conduct short and long-range water planning activities including research, analysis, and issue identification, projection, modeling and related tasks.
- Prepare applications for various permits from appropriate federal and state agencies.
- Interact and elicit information from other City departments in order to carry out the City's objectives relating to water resource and conservation management.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects;
- Operate city vehicles;

- Use tools;
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Traverse long distances during workday with or without an accommodation;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective July 1989*  
*Revised August 1993*  
*Revised November 2001*  
*Revised Nov 2010 (Removed optional driver's license statement)*  
*Revised Dec 2010 (Title change)*  
*Revised January 2017 (add physical/mental activities)*  
*Revised March 2019 (PW reorg – moved to Municipal Utilities Dept.)*