

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Water Conservation Specialist</b>	<b>CLASS CODE:</b>	<b>976</b>
<b>REPORTS TO:</b>	<b>Environmental Program Manager</b>	<b>GRADE:</b>	<b>25</b>
<b>DEPARTMENT:</b>	<b>Water Services</b>	<b>FLSA:</b>	<b>E</b>
<b>JOB DESCRIPTION DATE: March 27, 2012 db</b>			

**JOB SUMMARY**

Performs professional level work by assisting in developing, monitoring, implementing, and evaluating community education and public outreach programs for the City's conservation and sustainable living programs.

**ESSENTIAL FUNCTIONS**

1. Maintains and implements BMP programs that meet the requirements of the Arizona Department of Water Resources Modified Water Conservation Best Management Practices. Ensures that programs and activities are implemented within city and state policies, procedures and guidelines. Determines event and program implementation schedules and deadlines.
2. Research and prepares reports for assigned programs.
3. May perform city facility audits and/or business or homeowner association audits.
4. Maintains databases and records to calculate, prepare, and present data in written and oral presentations. Assists with monitoring and evaluation of the effectiveness of the programs.
5. Communicates the goals and objectives of the city's conservation programs to the general public, local organizations, and other City employees.
6. Responds to public inquiries and telephone requests from citizens for information on conservation and sustainable living programs and related resources.
7. May provide water conservation workshops and presentations for the public.
8. Depending on assignments, may develop curriculum materials, work with teachers and school districts, coordinate speakers, assist in the production and distribution of public awareness materials, communicate with the media, and conduct surveys and other related program marketing strategies.
9. Recruits, trains and supervises interns and volunteers.
10. Works with Communications Department to determine appropriate marketing messaging. Represents the City, serves as a spokesperson for conservation programs at local events and in regional venues including mass media (TV and radio).
11. Stays current on technology, advances, and controversial issues in water and energy conservation to appropriately represent the city on regional committees and in public venues.
12. Serves as the liaison for regional programs such as Arizona Municipal Water Users Association, Water Use it Wisely campaign, and Valley Forward Association.
13. Interprets policies and procedures when applying for grants and the documenting/reporting of the grants.
14. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES**

### **Knowledge of:**

Methods, procedures, objectives, and standard practices of conservation and sustainability, especially in a desert environment

Technical programs, research, and trends in conservation and sustainability

Research methodology, analysis and interpretation, and database development and maintenance

Methods of public information and education, outreach, and marketing

Horticulture and irrigation standards and practices related to water conservation

### **Ability to:**

Speak effectively in public

Communicate clearly and concisely, both orally and written

Work cooperatively with other departments, outside agencies, and the general public

Operate a computer with skills in one or more of the following software applications: MS Word, Excel, Access, and/ or Power Point presentations

## **WORKING CONDITIONS**

Indoor and outdoor activities; at times subject to outdoor environmental conditions.

Ability to occasionally perform lifting up to 25 pounds; move boxes of literature, audio-visual equipment, display boards, and set-up of folding tables and chairs for workshops and events.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Education, Public Relations, Public Administration, Environmental Sciences, Natural Resource Management, or a related field and two years experience in environmental conservation, public administration, or in any field that specializes in the management of natural resources. One or more certifications related to conservation and/or sustainability.

Any equivalent combination of training, experience and education that provides the required knowledge, skills, and abilities, is qualifying.

## **SPECIAL REQUIREMENTS**

Valid Arizona driver's license

Must be available to work several evenings and/or Saturdays each month