

CENTRAL UTAH WATER CONSERVANCY DISTRICT
Job Description
Revised: May 2020

JOB TITLE: JSRIP Local Recovery Coordinator

REPORTS TO: Environmental Programs Manager

STATUS: Exempt-Professional

HIRING RANGE: \$62,090-\$88,789

JOB SUMMARY:

This position functions as Local Recovery Coordinator and represents the June Sucker Recovery Implementation Program (JSRIP) and Program Director's Office on local issues.

ESSENTIAL FUNCTIONS:

1. Coordinates with JSRIP committees, participants and the Program Director's Office in the development of JSRIP guidance and annual work plans.
2. Prepares requests-for-proposals and scopes-of-work for the JSRIP.
3. Prepares, reviews and comments on JSRIP proposals, scopes-of-work, Program Guidance and annual work plans.
4. Prepares and manages contracts and reimbursements through the District account established for the JSRIP.
5. Assists as the District's representative on interagency teams designing and directing data collection for Section 7 compliance of the Endangered Species Act in order to balance the needs of cold water fisheries resources and threatened and endangered native fish communities within District areas or related to District operations.
6. Provides input to management on aquatic biological matters relating to the Provo River with emphasis on the June sucker; attends related meetings as directed.
7. Trains and educates staff on aquatic biology related subjects.
8. Provides environmental impact analysis and review for aquatic biology resources for District NEPA documents and NEPA documents affecting facilities operated by the District.

MARGINAL FUNCTIONS:

1. Performs other related duties as assigned.

REQUIREMENTS:

Ability to coordinate and oversee aquatic biological investigation programs for large water projects.

Ability to prepare and/or oversee the preparation of aquatic biological reports.

Ability to perform instream flow sampling methodologies and other aquatic sampling procedures.

Ability to demonstrate a thorough knowledge of Endangered Species Act (ESA) laws as well as other environmental laws, i.e., Clean Water Act, Fish and Wildlife Coordination Act, Historic Preservation Act, etc.

Ability to travel to various meetings, conduct project feature tours with interested parties.

Ability to recognize matters of public concern and controversy and assist in planning appropriate public involvement activities in aquatic biology areas.

Ability to effectively use public relations skills to solicit/facilitate input and response from governmental and private entities relative to aquatic biology aspects of District and CUPCA activities with particular emphasis on identifying potential problems and avoiding and resolving conflicts.

Ability to work independently with minimal supervision.

Ability to work in an office environment (approximately 70% of the time) and work in a field setting (approximately 30% of the time).

Ability to work outside the specified normal working hours to attend meetings, conduct tours, or engage in public contact.

Ability to conduct minimal work outside in inclement weather, rough terrain, and on or near rivers of various sizes.

Ability to work long hours of intense concentration in an office setting writing and reviewing reports, letters, memoranda, etc.

Ability to be subject to stress and frustration because of conflict and pressure situations.

Ability to walk (by whatever means) around project areas consisting of rough terrain.

Ability to provide training, check work in progress, and evaluate work performed by other agencies, consultants and staff.

Ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions and analyses.

Ability to add, subtract, multiply, and divide all units of measure; to perform the four operations with like or common decimals; to compute percentage, ration, and rate.

Ability to use a personal computer and various software.

Ability to operate various aquatic sampling equipment.

Ability to schedule and organize various ongoing activities.

Ability to read and comprehend literature, scientific and technical journals, abstracts, and legal documents.

Ability to prepare articles, reports (EIS), etc.

Ability to make comprehensive presentations; to participate in formal debate; communicate extemporaneously; communicate before an audience with poise, using correct English.

Ability to adapt to situations involving the interpretation of feelings, ideas, or facts in terms of personal viewpoint; to use creativity, self-expression, or imagination.

Ability to influence people in their opinions, attitudes, or judgments about ideas or things; to motivate, convince, or negotiate.

Ability to deal with people beyond giving and receiving instructions such as in a team setting.

Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure involving significant differences in technologies, techniques, procedures, environmental factors, physical demands, or work situations.

Ability to exchange information with others clearly and concisely; to present ideas, facts, and technical information.

Ability to identify task requirements and monitor progress toward completion.

Ability to maintain relationships that facilitate task accomplishment; to cooperate and resolve conflicts; to recognize needs and be sensitive of others.

Ability to demonstrate a high degree of sensitivity to other agencies and public sentiment.

Ability to systematically identify and define problems, evaluate alternatives, and implement cost effective solutions.

Ability to develop, implement, and evaluate a program budget.

EDUCATION/EXPERIENCE/LICENSE/CERTIFICATION:

Bachelors degree in fishery biology or a closely related field plus five years of experience related to job tasks or an equivalent combination of education and experience.