

CENTRAL UTAH WATER CONSERVANCY DISTRICT  
Job Description  
Revised: October 2020

**JOB TITLE:** Water Conservation Coordinator

**REPORTS TO:** Water Conservation Manager

**HIRING RANGE:** \$50,000 - \$75,000

**STATUS:** Non-Exempt (Grade-9)

**JOB SUMMARY:**

This position coordinates and implements the District's Water Conservation Programs; identifies, promotes, plans, designs, and coordinates the implementation of new and enhanced water conservation efforts; coordinates the effective use of program resources; stays informed of new developments in the area of water conservation; provides recommendations, support, and assistance to the Water Conservation Manager, retail customers and the public; and performs related work as required.

**ESSENTIAL FUNCTIONS:**

1. Implements goals, objectives, policies, and priorities for the District's Water Conservation Program, including implementation of long-term and short-term water conservation strategic plans, projects, and activities, coordinating with water retailers, and implementing outdoor conservation programs.
2. Plans, organizes, oversees, and directs all aspects of the programs; coordinates program administration with the public, private businesses, and governmental agencies regarding the program as needed; prepares and submits reports, resolutions, and correspondence to local agencies.
4. Develops and standardizes procedures and methods and allocates available resources to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; conducts a variety of analytical and operational studies regarding program activities and evaluates alternatives; identifies opportunities for improvement and recommends to the Water Conservation Manager.
5. Participates in the development, administration, and oversight of program budget; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
6. Plans, organizes, and oversees special projects that require coordination with and direction of contract consultants; administers the contract and monitors allocated funds; serves as project manager for multiple grant awards.

7. Directs and plans outreach activities including developing a communication strategic plan, print and outdoor ads, web site content, press releases, Op Eds, video and collateral materials, and social media campaign; coordinates the production of these materials and oversees their distribution; speaks and makes presentations to schools, the community, and other groups; represents the District in public forums and meetings while working closely with the District's Educational Outreach Coordinator and Public Information Officer.
8. Communicates the goals and objectives of the Water Conservation Program to the public and solicits their active support and participation in the program.
9. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of water conservation by monitoring changes in regulations and technology that may affect operations; researches emerging products and enhancements and their applicability to Agency needs; recommends and implements approved changes.

**MARGINAL FUNCTIONS:**

1. Performs other related duties as assigned.

**REQUIREMENTS:**

Knowledge of:

1. Principles, practices and methods of program, administrative and organizational analysis.
2. General processes and operations involving water systems, sources, transmission, and distribution.
3. Principles, practices, tools and techniques of program/project planning, budgeting, and management.
4. Principles and practices of public administration, including purchasing, contracting and maintenance of public records.
5. Federal, State, and local laws, regulations, and court decisions applicable to water conservation.
6. Basic principles and practices of public outreach and involvement, including marketing principles and practices.
7. Principles and practices of sound business communication.

Ability to:

1. Analyze difficult program, administrative, operational, and organizational objectives and issues, evaluate alternatives, and reach sound, logical, fact-based conclusions and recommendations.

2. Collect, evaluate, and interpret appropriate and applicable data, either in statistical or narrative form.
3. Coordinate program activities with multiple stakeholders and facilitate development of agreement and consensus.
4. Apply sound, creative problem-solving techniques to resolve difficult program issues and problems.
5. Understand, interpret, explain, and apply laws, regulations, ordinances, and policies applicable to program/project responsibilities.
6. Understand, interpret, and respond to internal and external customer needs and expectations.
7. Prepare clear, concise, and comprehensive reports, correspondence, and other documents appropriate to the audience.
8. Present conclusions and recommendations clearly, logically, and persuasively to both internal and external program/project stakeholders.
9. Ensure the maintenance of all required files, records, and documentation.
10. Coordinate and integrate multiple programs or project work activities to meet critical deadlines.
11. Exercise independent judgment and initiative within established guidelines.
12. Exercise tact and diplomacy in dealing with difficult and sensitive people, issues, and situations.
13. Establish and maintain effective working relationships with bureau managers and staff, staff of other bureaus, representatives of other agencies, the public and others encountered in the course of work.
14. Maintain accurate records and files; develop storage of records and retention schedules

**EDUCATION/EXPERIENCE/LICENSE/CERTIFICATION:**

Bachelors degree in environmental studies, physical science, public relations, communications, public or business administration, or a closely related field, and two (2) years of water conservation, environmental program, or related program development/management experience.