



## POSITION DESCRIPTION

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**TITLE: EDUCATION AND CONSERVATION COORDINATOR**

**REPORTS TO:** Management Analyst Supervisor

**GRADE:** 5

**FLSA:** Non-Exempt

**CONFIDENTIAL:** Yes

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**SUPERVISORY RESPONSIBILITIES**

**DIRECT:** None

**INDIRECT:** None

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### MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

**EDUCATION:** Associate's degree with an emphasis in journalism, and/or business administration preferred, or High School diploma or equivalent with five years of progressive responsibility and experience; or equivalent combination of education and experience. Valid California driver's license and proof of insurability are required.

**EXPERIENCE:** Minimum of five years progressive responsibility, two years minimum experience planning and coordinating public conservation awareness and education campaigns; experience working with the public and achieving positive public relations. Ability to constructively deal with conflict and afford effective resolutions. Comprehensive ability to effectively utilize a personal computer, peripherals and related word processing, spreadsheet, database management and desktop publishing programs; excellent verbal and written communication skills; proven ability to organize and manage competing priorities. Experience with records organization and management.

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### CONTACT RESPONSIBILITY

**INTERNAL:** Interaction with Supervisor to receive specific work assignments, general direction, and to review overall work accomplishment; District management to provide a variety of administrative support functions; all other District personnel as required.

**EXTERNAL:** Interaction with consultants, customers, vendors, government agencies and officials to provide clear and concise information related to District projects, scheduled meetings, coordination of events and assistance with problem resolution and to provide other information as requested.

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### PHYSICAL REQUIREMENTS

Good hearing, eyesight and speech; excellent ability to communicate, both verbally and in writing; ability to operate and utilize a personal computer and peripherals; ability to tolerate periods of continuous sitting; may on an infrequent basis assist with lifting up to 50 pounds. Ability to travel to conduct District business. Sufficient manual dexterity to operate office equipment, camera or video equipment. Ability to walk on uneven terrain. Position requires the mobility to stand, stoop, reach and bend; may require lifting of heavy

objects, pushing and/or pulling of objects. May be required to work on weekends, holidays and occasional night assignments.

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## **ENVIRONMENTAL CONDITIONS**

Work is primarily performed within an enclosed office setting with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with standard background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen. When performing work outside the facility, subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor and noise. Appropriate personal safety equipment is provided.

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## **DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS**

Under the general direction of the Management Analyst Supervisor, this at will position responsibilities include performing a variety of routine to difficult analytical and administrative duties in support of the District's conservation, education and community programs, including community outreach, project management and grant/award administration. Compiles and analyzes data and makes recommendations based on analysis; prepares various reports and strives to improve the efficiency and effectiveness of projects and programs. Provide input and assistance in the development of departmental budget proposals in order to maintain or enhance existing levels of efficiency. Acts independently and exercises individual initiative and sound judgment. Must maintain strict confidentiality of privileged information and effectively utilize District resources and assist with maintenance of record retention. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. The ability to work successfully within a team environment, as well as support of the District Strategic Plan and Mission Statement by remaining informed and involved and to exhibit a willingness to assure successful interactions internally and externally are required. Stable, reliable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

<b>% TIME</b>	<b>TASKS</b>
<b>50%</b>	<p>Coordinates successful conservation, education, and BMP program by:</p> <ul style="list-style-type: none"><li>• Representing the District by attending and participating in professional group meetings; stay abreast of new trends and innovations in the fields of education and conservation;</li><li>• Professionally represents and speaks publicly on behalf of the District;</li><li>• Acting as a liaison between the District and public/private schools about water conservation issues;</li><li>• Performing a variety of professional level research, administrative and analytical duties for completing Best Management Practices Report and Urban Water Management Plan in accordance with state and federal guidelines and meets deadline dates;</li><li>• Understanding interpreting and applying pertinent federal, state and local laws, codes and regulations as they pertain to the District conservation and education programs;</li><li>• Preparing agenda items including Resolutions and Ordinances for Board approval;</li><li>• Utilizing comprehensive desktop publishing skills to develop various promotional, educational and conservation press releases and brochures;</li><li>• Developing, researching, coordinating and updating a variety of public information materials and/or reports, on the conservation, education, and BMP Programs</li></ul>

- including exhibits and displays;
- Generating original, clear and concise business correspondence which may require posting and or publication;
- Providing consensus building skills to develop and successfully resolve concerns on behalf of the community;
- Preparing power point presentations and other electronic media as needed for presentations or meetings;
- Planning and executing ceremonial events;
- Effectively budgeting for conservation and education programs;
- Coordinating District tours.

**15%** Directly interfaces with the Management Analyst Supervisor for project assistance support and:

- Provides back-up to the Staff Analyst as needed in their absence.
- Organizes, maintains and assists with implementation of retention requirements for District files and data.

**25%** Provides assistance on the District's web page development, maintenance.

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#### **DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

**10 %** Performs all related duties as assigned.