

WATER CONSERVATION COORDINATOR

Job Code	Pay Grade
17008	CL17

Nature of Work

This is responsible professional work and public contact work in the planning, design, implementation and coordination of the water conservation program. This position requires a thorough knowledge of departmental programs, procedures and policies, and utilizes extensive initiative, independent judgment and tact. This position is responsible for overall program coordination tasks, provides training and educational presentations, technical assistance, writes press releases and oversees conservation processes. Supervision may be exercised over subordinates and/or act as a team leader for those performing water conservation duties, assisting customers, and maintaining records. Evening and occasional weekend work may be required. Duties include a high degree of public contact and entail making independent work decisions based on experience and knowledge of departmental operations. This position reports to a manager, supervisor or designee.

Minimum Qualification Requirements

- Associate's degree in environmental science, conservation, business administration, public relation, public administration or a related field and 4 years professional experience in the area of assignment; or
- Bachelor's degree in environmental science, conservation, business administration, public relation, public administration or a related field and 2 years professional experience in the area of assignment; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position and area of assignment.

Illustrative Tasks (These are examples and are not all inclusive.)

- Responsible for day to day coordination tasks.
- Responsible for overseeing, implementing, enacting, and recommending rules, regulations, policies and guidelines, consistent with ordinances and the Board of County Commissioners.
- Provides educational presentations and technical assistance, writes news articles and press releases, and oversees processes.
- Prepares, creates, and writes bulletins, leaflets, newsletters, and other written information to the department and to the public.
- Coordinates, researches and develops program rules, regulations and guidelines.
- Implements and develops training programs in relation to water conservation.
- Serves as department contact concerning functions and management of water conservation.
- Assists with administrative functions concerning budget, program funding and monitoring expenditures.
- May participate in the selection, placement, promotion, training and discipline of assigned employees.
- Performs related work as assigned or required.

WATER CONSERVATION COORDINATOR (continued)

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Knowledge, Skills and Abilities

- Knowledge of pertinent laws, rules, regulations, policies and procedures relating to Water Conservation.
- Ability to apply computer applications and software.
- Ability to assist in formulating plans, researching resources, establishing timelines, tasks and goals.
- Ability to exercise independent judgment coordinating the efforts of intra/inter departmental personnel involved in all phases of water conservation.
- Ability to plan, supervise, and direct personnel.
- Ability to prepare and maintain detailed reports and records.
- Ability to establish and maintain effective working relationships.
- Ability to relate courteously and effectively with the general public and others.
- Ability to formulate and present ideas and topics clearly and concisely.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to work a flexible schedule as necessary.

For official use only

Created	EEOC Code	Overtime Code
4/15	Officials & Managers	Classified/Excluded