

RESOLUTION NO. 2014-142

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE JOB DESCRIPTION AND
SALARY RANGE FOR THE POSITION OF
WATERSHED PROGRAM COORDINATOR

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NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve the job description for the position of Watershed Program Coordinator as attached hereto marked Exhibit A; and

BE IT FURTHER RESOLVED that the salary range for Watershed Program Coordinator is hereby approved and shall be as follows:

WATERSHED PROGRAM COORDINATOR				
Step A	Step B	Step C	Step D	Step E
\$2,999.32	\$3,149.28	\$3,306.74	\$3,472.08	\$3,645.69

Dated: August 6, 2014

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I hereby certify that Resolution No. 2014-142 was passed and adopted by the Lodi City Council in a regular meeting held August 6, 2014 by the following vote:

- AYES: COUNCIL MEMBERS – Hansen, Johnson, Mounce, Nakanishi, and Mayor Katzakian
- NOES: COUNCIL MEMBERS – None
- ABSENT: COUNCIL MEMBERS – None
- ABSTAIN: COUNCIL MEMBERS – None


JENNIFER M. ROBISON
City Clerk

WATERSHED PROGRAM COORDINATOR

DEFINITION

Under direction, develops, plans, organizes and administers various activities related to watershed protection and stormwater requirements in the Public Works Department. These activities help protect the water source for the Surface Water Treatment Facility, which uses the Mokelumne River as a drinking water source. Coordinates the activities of the Storm Drain Detectives (student volunteers), members of the community and various community groups, to implement programs, outreach events, and educational workshops designed to meet the needs of the Watershed Program; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from higher level personnel and exercises general direction over lower level personnel, including front line supervisors.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

Coordinates, schedules, and monitors the work of designated volunteers and staff for the Storm Drain Detectives and other outreach activities (Coastal Clean-up, Earth Day, etc.); conducts and/or assists in the training of volunteers and students participating in the program;

Performs administrative tasks such as purchasing materials, grant writing, record keeping, reviewing and monitoring metered water use reports and preparing correspondence;

Prepares draft plan documents, draft implantation plans, press releases, public announcements, and project and grant reports;

Coordinates, designs, and prepares exhibits and displays; coordinates and assists in the implementation of special events; arranges the logistics for public meetings, educational workshops and outreach events;

Participates in researching sources of grant revenue and grant writing; coordinates and participates in grant solicitation activities;

Attends cooperative partnership meetings and supports the Compliance Engineer in meeting State National Pollutant Discharge Elimination System (NPDES) Stormwater Municipal Separate Storm Sewer Systems (MS4) General Permit requirements.

Coordinates community outreach efforts related to watershed education. This including developing and evaluating outreach materials distributed at events such as the Certified Farmer's Market and networking among agencies, organizations and individuals.

Manages and directs the Storm Drain Detective program, meets with landowners, and coordinates outreach events.

Assists with water quality monitoring; directs volunteers through the Storm Drain Detectives; help collect water samples to be analyzed by students and volunteers; and ensure all sampling is in compliance with existing QAPPs (Quality Assurance Project Plans).

Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Working knowledge of watershed issues, non-point source pollution remediation strategies, and watershed management, as well as general familiarity with environmental regulations;

Grant writing processes, revenue collection techniques and budgeting;

Methods used in preparing displays and exhibits;

Basic personal computer software applications and the operation of peripheral equipment; Proficiency in the use of Microsoft Office, particularly Word, Excel, PowerPoint, and ability to learn new computer applications.

Ability to:

Establish and maintain cooperative and effective relationships with those contacted during the course of work;

Effectively communicate both verbally and in writing;

Plan, organize, assess and monitor the activities of personnel, members of the public and community groups, and related departmental operations;

Operate personal computers and peripheral equipment, and standard office equipment;

Accumulate and analyze data, and compile reports for budgeting and program productivity;

Ability to work independently, establish work priorities, and manage time effectively.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely produce the qualifying knowledge and ability; A typical combination is:

Education:

College level coursework in biological sciences, natural resources management, or related field.

Experience:

Three (3) years of work experience in water resources/watershed protection.

LICENSES AND CERTIFICATES

Possession of a valid California Driver's License issued from the California Department of Motor Vehicles.

WORKING CONDITIONS

Environmental Conditions- Office and field environment; exposure to a variety of weather conditions; may be required to travel from site to site.

Physical Conditions- Ability to sit and stand for extended periods. Lift 35 -50 pounds periodically. Work environment is primarily in an office setting with regular shifts scheduled outside the office during weekdays, some weekends or evenings for events, field trips, workshops, and presentations.

FLSA Status: NON-EXEMPT