

Water Authority Position Description

WATER RESOURCES EDUC COORDNTR

Status	Position Code	Level	Date
APPROVED	WREC	M26	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

DESIGN, DEVELOP, COORDINATE AND IMPLEMENT THE WATER CONSERVATION EDUCATIONAL PROGRAMS FOR THE WATER AUTHORITY. CONDUCT RESEARCH AND OVERSEE THE COMMUNITY OUTREACH FOR WATER RESOURCE EDUCATION PROGRAMS.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE IN EDUCATION, ENVIRONMENTAL SCIENCE, WATER RESOURCES OR A RELATED FIELD AND THREE (3) YEARS TEACHING OR PUBLIC SPEAKING EXPERIENCE.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

SUPERVISION RECEIVED/EXERCISED

RECEIVES GENERAL DIRECTION FROM THE PROGRAM MANAGER WATER RESOURCES.

EXERCISE TECHNICAL AND FUNCTIONAL LEAD OVER SUPPORT STAFF AND CONTRACTORS.

ESSENTIAL FUNCTIONS

1. DEVELOP AND DESIGN CURRICULUM FOR PROVIDING EDUCATION SERVICES AND ACTIVITIES TO EDUCATIONAL PROGRAMS TO GRADES K-COLLEGE IN CONJUNCTION WITH THE EDUCATION CONTRACTOR.
2. CONDUCT TRAINING FOR EDUCATORS AND TEACHERS. DEVELOP PARTNERSHIPS BETWEEN THE WATER AUTHORITY AND THE COMMUNITY FOR NEW WATER CONSERVATION PROGRAMS.
3. OVERSEE AND PREPARE EDUCATION SERVICES CONTRACTS. TRAIN, MONITOR AND EVALUATE ACTIVITIES AND EDUCATORS. APPROVE INVOICES FOR PAYMENT.
4. CONDUCT PRESENTATIONS ON WATER RESOURCES AND WATER CONSERVATION TO COMMUNITY ORGANIZATIONS, NEIGHBORHOOD ASSOCIATIONS, AND OTHER GROUPS.
5. ARRANGE FOR BUSES OR OTHER TRANSPORTATION. MAINTAIN CONTRACTS AND APPROVE INVOICES FOR PAYMENT.
6. MAINTAIN MOU'S FOR FIELD TRIP LOCATIONS, PREPARE MONTHLY STATEMENTS, AND PAY INVOICES.
7. SCHEDULE PRESENTATIONS, STUDENT FIELD TRIPS AND WASTEWATER TOURS. COORDINATE WITH SCHOOL FACULTY AND ADMINISTRATION. OBTAIN COMPLETED LIABILITY WAIVERS FROM PARTICIPANTS AS NEEDED.
8. PRESENT PROGRAM RELATED MATERIALS TO STUDENTS IN THE CLASSROOM AND DURING FIELD TRIPS AND TOURS.
9. COORDINATE WATER AUTHORITY EDUCATION ACTIVITIES WITH OTHER ENVIRONMENTAL EDUCATION AGENCIES SUCH AS THE NATURAL HISTORY MUSEUM, ALBUQUERQUE PUBLIC SCHOOLS, AND AREA SUMMER CAMPS.
10. COORDINATE PREPARATION OF PROGRAM MATERIALS, INCLUDING FLYERS, SCHEDULES OF EVENTS, PAMPHLETS AND BROCHURES.
11. MAINTAIN RECORDS AND DEVELOP REPORTS CONCERNING NEW OR ONGOING PROGRAMS AND PROGRAM EFFECTIVENESS. MAINTAIN RECORDS FOR TRAINING EVENT ATTENDANCE. MAINTAIN AND FILE TRAINING REPORTS. PREPARE STATISTICAL REPORTS AS REQUIRED.
12. UPDATE EDUCATION WEB SITE TO REFLECT HOW OUR PROGRAM SUPPORTS CHANGES IN CURRICULAR DEMANDS ON TEACHERS.

SUPPLEMENTAL FUNCTIONS

1. MAINTAIN AWARENESS OF NEW DEVELOPMENTS IN THE FIELD OF WATER CONSERVATION. INCORPORATE NEW DEVELOPMENT AS APPROPRIATE INTO PROGRAMS.
2. REVIEW, RECOMMEND AND ASSIST IN THE IMPLEMENTATION OF REBATE PROGRAM.
3. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

BASIC OPERATIONS, SERVICES AND ACTIVITIES OF EDUCATIONAL PROGRAMS
PRINCIPLES AND PRACTICES OF PROGRAM DEVELOPMENT AND IMPLEMENTATION
MODERN LEARNING TECHNIQUES AND THEORY
MODERN OFFICE EQUIPMENT

PREFERRED SKILL/ABILITY

COORDINATE, DESIGN AND IMPLEMENT EDUCATIONAL PROGRAMS
CONDUCT PUBLIC PRESENTATIONS AND SEMINARS
RECOMMEND, DESIGN AND IMPLEMENT GOALS AND OBJECTIVES FOR PROVIDING
EDUCATION SERVICES
PREPARE ACCURATE SCHEDULES, OUTLINES, MATERIALS AND REPORTS
INTERPRET AND EXPLAIN WATER AUTHORITY POLICIES AND PROCEDURES
WRITE PROPOSALS, SPECIFICATIONS, REPORTS, DOCUMENTATION AND
CORRESPONDENCE
RESPOND EFFECTIVELY TO REQUESTS AND INQUIRES FROM THE GENERAL PUBLIC
MAINTAIN PROFESSIONALISM WITH DIFFICULT AND IRATE CUSTOMERS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE
CONTACTED IN THE COURSE OF WORK
DEVELOP & PREPARE SPREADSHEETS, GRAPHICS AND REPORTS

WORKING CONDITIONS

OFFICE AND FIELD ENVIRONMENT WITH FREQUENT TRIPS TO MAKE PRESENTATIONS
AND CONDUCT FIELD TRIPS AND TOURS

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED
DUTIES AND RESPONSIBILITIES SUCH AS: LIGHT TO MODERATE LIFTING, SITTING
FOR PROLONGED PERIODS OF TIME; WALKING CONTINUOUSLY FOR UP TO 2 HOURS,
STANDING, SITTING, BENDING, STOOPING; OPERATING MOTORIZED EQUIPMENT AND
VEHICLES.