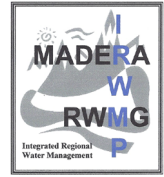




## Madera Regional Water Management Group Coordinator Job Description



### **Background:**

The Madera Regional Water Management Group (RWMG) formed in 2010 has brought together stakeholders in the valley and foothills within Madera County. Stakeholders include Madera County, the cities of Chowchilla and Madera, special districts including water districts, irrigation districts, municipal service districts, and conservation districts, disadvantaged communities (DAC), and Native American Tribal entities. As a group, stakeholders in the RWMG have worked together with common goal of managing water supply now and in the future.

The RWMG Coordinator is a position that operates under board direction to perform a range of tasks to aid the RWMG in its important work.

### **Basic Job Related Duties:**

- Creates agendas, resolutions, staff reports, letters of recommendation/support and other official documents.
- Retains official records including the agendas, minutes, findings, resolutions, orders, and all other documents.
- Attends each Madera RWMG meeting and takes meeting minutes as notetaker.
- Maintains an e-mail list and regularly distribute water- and grant-related information
- Briefs Board on local and statewide water-related events and news
- Sends out project forms and updates plan with new projects as necessary.
- Creates outreach materials, including PowerPoint presentations, brochures, flyers, and other outreach materials as needed
- Attends outreach events on behalf of group
- Grant writing when needed or when grants are identified for the group
- Recruits new members, including attending meetings of other agencies, sending membership packets, follow-up with new members

### **Specific Job-Related Duties and Requirements:**

Represent the Mountain Counties Funding Area & San Joaquin River DAC Funding Area:

- Attend the meetings in person and on the phone
  - MCFA – Sacramento, Auburn, etc.
  - SJRFA – Modesto, Turlock, etc.
- Review all paperwork and make corrections and recommendations for the Board
- Write and work on Grants for each funding area

San Joaquin River Funding Area DACI Grant Administration

- Quarterly Reports and Invoicing
- Work with partners to gather information

Represent the Madera RWMG at partner meetings:

- Attend the Southern Sierra IRWM
- Attend the Yosemite-Mariposa IRWM
- Round Table of Regions
- Attend the Sierra Water Work Group meetings & Annual Conference

Assist with IRWM Plan Updates as Required

- Write RFP for Firms to write the Plan Update
- Assist with writing and proofing the document

Participate in additional Conference Calls for IRWM Group

- Conference Calls for the Round Table of Regions, Department of Water Resources, DAC workgroups, GSA/SGMA calls that pertain to RWMG, etc.

**Essential Qualifications:**

**Knowledge of:**

- Integrated Regional Water Management statewide and local efforts
- California Department of Water Resources as well as other related partners
- Modern technology, systems, and software designed to assist in the computerized management of information
- Data processing applications and systems, and the principles of modern office management Principles of office administration and secretarial practices and procedures, including business correspondence, correct English usage, grammar, spelling, vocabulary, and punctuation Records management principles and practices, and research methods and techniques
- Business mathematics and financial record keeping and report production
- Customer service practices, principles, and techniques for dealing with the public
- Knowledge of groundwater issues and policy desired, but not required

**Minimum Requirements:**

- Combination of education and experience, typically equivalent to possession of an Associate of Arts or Bachelor's degree or 2-4 years of administrative experience, including grants.
- Possession of a valid California driver's license, vehicle, and proof of automobile insurance at the time of appointment and a satisfactory driving record.

**Other Requirements:**

- Willingness and ability to attend board meetings, conferences, and seminars during traditional work and non-work hours.

**Special Requirements:**

Essential duties require the mental and/or physical ability to: work in a standard office environment; drive a vehicle; read fine print on computer monitors; converse by telephone, in person; use calculators and computers; and strength to safely lift and maneuver office supplies, and boxes weighing up to 30 pounds.