



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

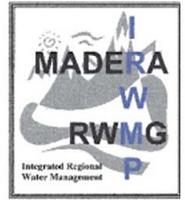
San Joaquin River Funding Area DAC Grant Administration

- 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

Madera Regional Water Management Group



AGREEMENT BETWEEN MADERA REGIONAL WATER MANAGEMENT GROUP AND JACOB ROBERSON

This agreement made by and between the Madera Regional Water Management Group, hereafter referred to as the "RWMG," and Jacob Roberson, hereafter referred to as the "Consultant." The RWMG is interested in securing the services of a consultant to act as a Part-time Administrative Assistant for the RWMG. This Agreement will commence on the 4th day of May 2026 and will be reviewed on a year to year basis.

CONSULTANT SERVICES

The Consultant agrees to provide professional services as Part-time Coordinator to assist the RWMG. The Consultant's services shall include but are not limited to (see Exhibit A) the following: provide notice of all meetings as required by law; prepare, keep and maintain the files, agendas, minutes, findings, resolutions, orders, and all other documents and papers relative to those items of business on the agenda and attend each RWMG meeting and record each item of business.

FEE STRUCTURE

The Consultant's rate of pay will be a flat rate of \$2,362.00 per month; this will be the cost each month for the Part-time Coordinator duties as required for the maximum monthly number of hours to not to exceed 40 hours/month; including meetings and travel time. Payment to the Consultant will be made each month upon the presentation of the Consultant's monthly invoice to the RWMG's Fiscal Agent. If additional travel is required to perform these duties; beyond the regular three locations for the monthly RWMG meetings; then mileage will be reimbursed at the state rate. In addition, any parking fees required will also be reimbursed.

EMPLOYEE RELATIONSHIP

It is understood that the Consultant is responsible for his actions, that the Consultant is not an employee of the RWMG or the Fiscal Agent regardless of the nature and extent of the acts performed by the Consultant.

OWNERSHIP OF PLANS, DRAWINGS AND/OR REPORTS

Copies, data, plans and specifications, and reports are to become the property of the RWMG whether the work is completed or not and may be used by them in any fashion they see fit. Notwithstanding the foregoing, however, the Consultant reserves the right to use any reports, studies, analysis or data prepared or collected during work for other purposes as seen fit, provided, however, that no such use shall allow the RWMG to be identified without the consent of the RWMG.

CONFLICT OF INTEREST

The Consultant agrees to perform services exclusively for the RWMG under this agreement, and expressly agrees not to undertake any conflicting duties to others, with or without compensation, which could in anyway compromise that responsibility. Performing additional projects that result in partnerships to this project are allowed. The Consultant shall not disclose to others any confidential information gained from his relationship without the prior, written permission from the RWMG.

CANCELLATION

This Agreement may be cancelled at anytime, with or without cause, by either party giving 30 days written notice to the other. This agreement can also be cancelled if funding of this position is lost. In the event of either cancellation, the Consultant shall be paid for authorized services to the date of termination.

IN WITNESS WHEREOF, the Parties to this Agreement have hereunto caused the same to be executed in Madera, California the 4th day of May 2026.

Madera Regional Water Management Group

Jacob Roberson

By: _____

By: _____

Date: _____

Date: _____

Attached – Exhibit A
Job Description