

APPLICATION PROCESS

If interested in this outstanding opportunity, please submit an Agency application and resume to:

Mojave Water Agency
Attn: Monica Warren
13846 Conference Center Drive
Apple Valley, CA 92307
760-946-7000
Email: mwarren@mojavewater.org

Completed Agency application and resume are required. Applications will be accepted until **Wednesday, May 29, 2019 at 5:30 p.m.** This position will remain open until filled. Additional information can be obtained from the Agency's website at:

www.mojavewater.org

All applications will be reviewed in detail. Only those applicants possessing the most relevant qualifications will be invited to continue in the selection process.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision in the notice may be modified or revoked without notice. Agency appointments are contingent upon successful completion of a comprehensive *background investigation, pre-employment physical, medical and drug screening, as well as verification of United States citizenship* or legal authorization to be employed in the United States.

EQUAL EMPLOYMENT OPPORTUNITY

The Mojave Water Agency is an equal opportunity employer. We observe a no-smoking policy within Agency offices and vehicles, and also maintain a policy as a drug-free workplace. The Agency makes reasonable accommodations for the disabled. If candidates require special arrangements to participate in the interview process, they should state their needs in writing when submitting an application.

ABOUT THE AGENCY

The Mojave Water Agency (MWA), one of 29 State Water Contractors, is a governmental body with primary responsibility for the management of water resources over a 4,900 square-mile area of the Mojave Desert. It is the Agency's mission to implement future water management policies and programs that will ensure a stable, long-term supply of water for the Mojave Water Agency's service area.

MOJAVE WATER AGENCY



Manage the region's water resources for the common benefit to assure stability in the sustained use by the citizens we serve.

Invites Your Interest for the Position of

Water Resources Specialist I or II

THE POSITION

The ideal candidate will perform a variety of administrative, technical and customer service duties relating to gathering, analyzing, and summarizing data for water resources within the Agency's boundaries; and performs related duties as assigned.

Some examples of essential job functions are:

Assists with scheduling and establishing water quality monitoring programs for compliance with regulations, Agency projects, and investigations; Coordinates sampling activities with researchers, laboratories, other departments, and the public; Utilizes quality assurance (QA)/quality control (QC) water quality sampling procedures to validate sample integrity and documentation of field measurement data.; Monitors, measures, and records groundwater levels at well sites according to a specific schedule or as deemed necessary; Reads maps and utilizes global positioning system (GPS) to locate data collection sites; collects water quality samples for chemical composition analysis using proper sampling techniques; Collects data; performs statistical/spatial analyses; and evaluates results to generate tables, graphs, maps, and prepares fact sheets, technical reports, and compliance reports; Assists with QA/QC data review for data download into the Agency's database and data upload and export to other governmental agencies; Coordinates with Agency staff on water quality results, data entry, and data transfer issues; Responds to regulatory, public, and water purveyor inquiries regarding monitoring and sampling related issues; Maintains and properly archives field notes and records, and various water resource databases; Oversees and collects data from weather stations throughout the Agency's boundaries; trains individuals in the proper methods for collecting and reporting various weather data; Assists department with compiling, summarizing, and updating regularly published Agency documents and reports; May assist the department with various pilot and special projects by visiting specific sites, conducting analysis, and reporting findings; Attends meetings, and assists in the preparation of reports for distribution; Performs related duties and responsibilities, as assigned.

Some examples of knowledge and abilities are:

Drinking water standards, and monitoring, sampling, and reporting (State and consumer) requirements; General principles and practices of water resources management and reporting; Map reading; survey and georeferencing techniques; well construction and design; Applicable federal, state, and local regulatory agency authorities; Customer service methods and techniques; Record-keeping principles and procedures; The structure and content of the English language; Modern equipment and communication tools used for business functions and program, project, and task coordination; Computers and software programs to conduct research, assess information, and/or prepare documentation; Manage competing priorities with strong attention to detail and quality assurance, meet strict time schedules and work on multiple tasks routinely; Operate additional equipment including evaporation measuring pan, GPS unit, etc;

For the entire list of the essential job functions, knowledge & abilities, and licenses/certifications, please see the job description on the Agency website at: www.mojavewater.org.

LICENSES & CERTIFICATES

- Valid California Driver's License, Class C, and current automobile insurance.
- First Aide and CPR Certification.
- Computer Technician Certification preferred.

QUALIFICATIONS

For the Water Resources Specialist I:

- Associate's degree with coursework in geology, hydrology, engineering, environmental studies, geography, or related field; and
- One (1) year of water resources related experience requiring the routine collection and recording of field data

For the Water Resources Specialist II:

- Bachelor's degree with coursework in geology, hydrology, engineering, environmental studies, geography, or related field; and
- Two (2) years of water resources related experience.

COMPENSATION

Water Resources Specialist I: Salary range \$47,632 - \$66,685 annually, paid bi-weekly
Water Resources Specialist II: Salary range \$52,577 - \$73,608 annually, paid bi-weekly

THE POSITION & DEPARTMENT

This position is in the Water Resources Department and is part of a dedicated, service-oriented team where collaboration and leadership are promoted at all levels. The Water Resources Department is responsible for performing a wide variety of tasks in support of the Agency's stewardship of the groundwater basins and the water resources in the region. The department's mission is to collect data, understand the common resources and present their knowledge to facilitate science based decision making. They also research and perform tests and compile and analyze hydrologic and climate data, supervise geologic studies, monitor well installations, collect water level and quality data and act as a data repository for water/groundwater data for the region.

BENEFITS

- PERS Retirement: 2% of highest annual salary at age 62, 5-year vesting. Prior Public Service is 2% @ 55
- Employee Pool Reimbursement Option: \$2,650 allowance
- Deferred Compensation Program available (457 Plan)
- 5% of base pay rate placed into 401 (a) by Agency
- Vacation: 10 days per year; with years of service, maxing out to 20 days per year
- Vacation pay out option available
- 40 hours of flex time leave per fiscal year
- Paid Holidays: 13 days per year
- Sick leave: 12 days per year
- Medical Insurance: Choice of PPO or HMO Plans
- Life, Dental and Vision Insurance: 100% paid by Agency for employee and dependent (s)
- Tuition Reimbursement up to \$3,250 per FY after 12 months of employment
- Employee Assistance Program
- Long-Term Disability: 100% premium paid by Agency with coverage of up to 66 2/3% of salary allowable income in coordination with State Plans
- Interest Free Computer Loan Program up to \$3,000 after 12 months of employment
- Professional development, seminars and conferences
- 9/80 Work Schedule
- The Agency **does not** participate in the Social Security prgm, except for the mandatory 1.45% Medicare Contribution paid by the Agency