

**CLASS SPECIFICATION**  
**Water Conservation Programs Specialist**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general supervision, recommends and implements assigned programs and projects to inform and educate the public and commercial, professional and government agencies about efficient water use and conservation; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Water Conservation Programs Specialist is the entry-level class in the professional conservation program series. Initially, incumbents perform the more routine conservation project, water audit and/or outreach duties while learning City and bureau policies and procedures and professional techniques and requirements related to the broad areas of public information and education on water conservation awareness and efficiency. As experience is gained, duties become more diversified and are performed under more general supervision.

Water Conservation Programs Specialist is distinguished from Water Conservation Programs Coordinator in that incumbents in the latter class have responsibility for conservation programs that are broader in scope and have greater public visibility, requiring broader professional knowledge gained through continuing professional development and experience.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Implements and administers assigned conservation programs to promote efficient water use; participates in public outreach projects and campaigns; monitors and evaluates the effectiveness of established programs.
2. Disseminates information about programs and projects; designs, develops, produces and provides information, materials, workshops and educational outreach efforts to various community agencies on water conservation issues and topics; delivers public presentations on water conservation.
3. Conducts basic research, compiles information and assists in the administration of a variety of program services.

## **OTHER DUTIES**

1. Participates in various ad hoc committees and projects as needed.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Basic water conservation methods and techniques, including industry accepted practices in conducting water audits.
2. Office management and record keeping practices and procedures.
3. Program evaluation and implementation methods and techniques.
4. Principles and practices of business communication.
5. Principles and practices of youth education and outreach.

### **Ability to:**

1. Analyze issue and problems, develop alternatives and make sound, appropriate recommendations.
2. Understand, interpret, explain and apply City and local laws, regulations and programs applicable to water conservation requirements.
3. Exercise sound independent judgement within established guidelines.
4. Operate a computer and use word processing, spreadsheet and graphics software in developing statistical analyses and preparing presentation materials.
5. Communicate clearly and effectively, orally and in writing.
6. Prepare clear, concise and accurate reports and other written materials.
7. Facilitate meetings and workshops in an efficient manner.
8. Exercise tact and diplomacy in dealing with sensitive customer issues and situations.
9. Maintain effective working relationships with bureau managers, staff, community and industry groups, customers and others encountered in the course of work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a bachelor's degree in business or public administration, earth or plant sciences, marketing, journalism or a related field and one year of responsible experience involving conservation program or public information and outreach responsibilities; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license may be required for certain assignments.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0964 PROGRAM SPECIALIST. Adopted: 07-01-92

June 2009 - Change Job Class number from 7235 to 30000511, due to system change.