

Project Research Assistant

The information and descriptions herein reflect general details describing the principal functions, scope of responsibility, required knowledge and required abilities of this job. This job description is not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

GENERAL STATEMENT OF JOB:

To assist project managers with the implementation of activities associated with RWA's core and subscription-based programs; to provide staff assistance to the Executive Director, member agencies, and higher level staff.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Executive Director as well as close technical and functional supervision from the Associate Project Manager, Senior Project Manager, or Principal Project Manager. The Project Research Assistant may take independent action on the least complex projects.

The Project Assistant does not provide direct supervision to personnel, but assists in developing and managing contracts with consultants, local, State and Federal governments.

ESSENTIAL JOB FUNCTIONS:

Project Management Assistance:

- Assists with the management, marketing and implementation of the RWA programs.
- Aids in the development of annual program business plans as needed.
- Oversees routine aspects of contracts with consultants, local, State and Federal governments.
- Implements partnerships with water, wastewater, energy, stormwater and other resource management entities for program support and marketing.
- Provides liaison with member agencies, Federal, State, and local agencies, and the public.
- Participates in the preparation of grant applications.
- Coordinates activities with and among member agencies.
- Works with consultants, water suppliers and others to implement grant awards.
- Conducts literature research, collects data, evaluates data using a variety of tools, and prepares reports.
- Answers questions and provides information to the public.
- Builds and maintains positive working relationships with co-workers, members and the public using principles of good customer service.
- Conducts periodic field work.

Board Functions:

- Assists with the preparation of items for action and/or discussion of the RWA Executive Committee and the RWA Board of Directors.
- Assists with preparation of the program workplans and budget proposals to the RWA Board and Committees.

Other:

- Performs other duties as delegated, assigned or required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- California Water Resources issues, including water management planning, water efficiency, and groundwater management.
- Principles and practices of budget monitoring.
- English usage, spelling, grammar, and punctuation.
- Modern office methods, procedures and equipment.
- Computer and word processing, spreadsheets, GIS, web design and maintenance, and database software applications.
- Basic knowledge of statistics, methods of data collection and analysis, and scientific research.

Ability to:

- Exercise discretion and independent judgment.
- On a continuous basis, know and understand all aspects of the job.
- Identify and interpret technical and numerical information; observe and problem solve operational and technical procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 20 pounds or less.
- Manage multiple tasks and activities.
- Coordinate work with staff/managers from other Federal, State, and local agencies.
- Track contract budgets and schedules.
- Interpret and apply policies and procedures.
- Analyze situations carefully and adopt effective courses of action.
- Effectively and efficiently support the Executive Director and higher level staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively, orally and in writing.

REQUIRED EXPERIENCE:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of experience in water resource planning and management or closely related field. Professional interaction with state, local and national water organizations is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in water resources, natural sciences or a related field.

LICENSE AND CERTIFICATE:

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

I have received and understand the above job description.

Incumbent's Signature

Date

Executive Director's Signature

Date