

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 perform a variety of technical and professional duties in support of project managers related to the implementation of activities associated with Regional Water Authority's core and subscription-based programs, and Sacramento Groundwater Authority activities; to provide support for Authority grants; and to provide staff assistance to the Executive Director, member agencies, and higher level staff.

DISTINGUISHING CHARACTERISTICS:

The Project Research Assistant is the entry level class. Positions in this class typically have limited related work experience and work under closer supervision while learning job tasks. The Project Research Assistant is distinguished from the Associate Project Manager level by the performance of less than the full range of duties assigned to the Associate Project Manager.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Manager of Technical Services and may receive technical oversight from the Associate Project Manager, Senior Project Manager, Principal Project Manager or Finance and Administrative Services Manager.

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:

- Monitors and administers grants; supports grantees in meeting grant requirements; collects and compiles data and prepares grant invoices; prepares required reports.
- Provides technical support for a variety of RWA and/or SGA programs including marketing, website maintenance, budget monitoring.
- 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.

- Assists in the coordination of activities with and among member agencies; schedules and attends meetings and takes and produces meeting notes.
- Under direction, investigates, analyzes, develops and supports special studies or projects and drafts corresponding documentation and technical reports.
- 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.
- Tracks and compiles a variety of program data.
- Answers questions and provides information to member agency staff and the public.
- Conducts periodic field work.
- Assists with the preparation of items for action and/or discussion of the RWA Executive Committee and the RWA Board of Directors, as assigned.
- Builds and maintains positive working relationships with co-workers, member agency staff, Boards of Directors and the public using principles of good customer service.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- California Water Resources issues, including water management planning, water efficiency, and groundwater management.
- Basic principles and practices of project budget monitoring.
- Principles and practices of grant administration.
- 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.
- Graphically present technical information to broad audiences.
- Manage multiple tasks and activities.
- Coordinate work with staff/managers from other Federal, State, and local agencies.

- Track program budgets and schedules.
- Research, analyze and report on technical program issues.
- Interpret and apply policies and procedures.
- Analyze situations carefully and adopt effective courses of action.
- Effectively and efficiently support RWA and SGA programs and Project Managers including the Executive Director.
- Interact tactfully with Board members, all levels of management, member agency representatives, and the public.
- 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 an Associate's degree from an accredited college 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