



Employment Opportunity - Water Resources Analyst

Starting Salary from \$74,859 to \$87,942 DOQ

Salary Range Maximum - \$101,046

Closing Date: open until filled

The Municipal Water District of Orange County (MWDOC) is looking for a Water Resources Analyst who is an innovative thinker with an interest in water resource management and policy. Attentiveness to detail, problem solving, and financial and data analysis are essential to the position. In addition, the ability to handle multiple projects and tasks at one time. Excellent communication and interpersonal skills, along with a desire to work in a collaborative manner is critical to effectively work across functional areas within the department and the organization. The position will report to the Associate General Manager; however, there will be much interaction and guidance from other members of the department. Expertise in working with teams, ability to sort among complex issues, prioritize tasks, as well as the aptitude to work independently at times, are key to the success of the individual in this position. The individual will attend meetings and functions on behalf of the Agency on countywide and regional water issues and therefore requires listening and analytical skills to understand the information and its impacts. A keen sense of diplomacy and political acumen is required to effectively work across areas within the organization and when meeting with other agencies.

This is a wonderful opportunity to become part of the MWDOC's Water Resources Team in planning and developing water resource programs and reliability strategies for Orange County with a population of 3+ million.

MWDOC is an independent public water agency that serves as Orange County's regional imported water wholesaler. MWDOC's efforts focus on sound planning and appropriate investments in water supply development, water reliability, water resources management, water use efficiency, public information, legislative advocacy, water education, and emergency preparedness. We serve 2.3 million residents of Orange County through 27 retail water agencies, plus the Orange County Water District.

MWDOC is governed by a seven-member Board of Directors, each elected by the public to represent a specific portion of Orange County. MWDOC is the third largest Metropolitan Water District of Southern California (MET) member agency and holds key leadership positions on the MET Board of Directors that oversee policy development, strategy, and water reliability for all of Southern California. MWDOC currently employs 30 full-time employees and has an annual operating budget of over \$8 million. The District's total budget is over \$188 million.

MWDOC offers an amicable work environment with a dedicated professional team and is located off of the 405 freeway in Fountain Valley, Five miles from Huntington Beach and South Coast Plaza, and close to many of Orange County's greatest attractions.

Position Summary and Essential Functions:

Under supervision performs technical and data analysis, water resource planning, demand and supply projections, economic analysis, and coordinates a variety of research projects, water resources studies, policy/program development, and special projects to support District plans and operations; and performs related duties as assigned.



Key responsibilities include:

1. Prepares and analyzes graphs, charts, and tables depicting water resources data.
2. Assists in conducting research projects and data gathering/reporting on water resource management issues including local and regional water demand usage and projections.
3. Prepares and assists in writing reports, technical memorandums, presentations, and Board agenda letters.
4. Provide assistance for the District's planning and policy initiatives as well as water resources reports; conducts research projects and investigations involving water resources management issues including population growth/water demand; regional water use projections and historical trends.
5. Provides input and analysis on Metropolitan Water District programs, demands, projections, rates and charges.
6. Tracks local and regional water resource issues, whereby attending and producing summary reports on various Board and staff meetings.
7. Attend District and other water agencies' Committee and Board meetings, as needed.
8. Assists in analysis of the District's Water Use Efficiency programs and water conservation efforts.
9. Assist in the preparation and calculation of the District's water rates and charges.
10. Assist with member agency issues and requests.
11. Perform financial and cost analysis for varies resource programs and projects.
12. Conduct special projects/assignments as directed.

Education and Experience: Graduation from a four-year college or university with major coursework in economics, public policy, environmental science, public administration or a closely related field is strongly encouraged. Three years of water resources planning experience, preferably in a municipal or public water agency. The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of education, experience and training that would provide the required knowledge, skills and abilities will be considered.

Application Procedure: All applicants interested in being considered for this position shall submit a completed application (found at <http://www.mwdoc.com/business/employment>) to jobs@mwdoc.com. All applications will be evaluated in relation to the criteria outlined in this job posting. Highly qualified candidates with the most relevant qualifications will be invited to continue in the selection process which will consist of a panel interview, skills assessment, and/or other appropriate screening methods. Employment is contingent upon successful completion of a background investigation. For complete job description and information, visit <http://www.mwdoc.com/business/employment>.