



CITY OF LAS CRUCES  
invites applications for the position of:

# Water Conservation Program Coordinator

An Equal Opportunity Employer

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**SALARY:** \$38,916.03 - \$58,374.04 / Annually

**OPENING DATE:** 03/20/09

**CLOSING DATE:** 04/20/09 11:59 PM

**NATURE OF WORK:**

Develops, implements, and assesses a multi-component water conservation program to effectively and economically reduce City wide demand on water resource supplies and infrastructure. High profile position requires extensive interaction with external customers such as elected officials, state officials, and the media.

Position works 85% in an office or internal setting with no adverse environmental conditions and 15% working outdoors with exposure to all types of weather conditions. Protective clothing/devices used include eye protection, safety helmet and hearing protection.

Position requires visual acuity sufficient to comprehend written work instructions, technical documents and diagrams; manual dexterity to operate standard office equipment, including a personal computer; ability to operate a motorized vehicle and walk around on uneven surfaces when performing field inspections; ability to lift and carry items weighing up to ten pounds.

Full-Time; Regular; Exempt

**DUTIES AND RESPONSIBILITIES:**

- Analyzes water consumption and production data across customer sectors; identifies water conservation measures to improve water use efficiency.
- Develops and makes tactical and strategic recommendations on proposed water conservation, irrigation systems and landscape design regulations to management and/or the City Council; provides data and input to water resource and infrastructure developments.
- Coordinates public awareness and education activities through advertising and media placement; makes presentations to community groups and other audiences; handles water conservation hotline; maintains Water Conservation web site; oversees advertising expenditures, bid specification preparation; develops copy for press releases.
- Initiates and executes collaborative water conservation efforts with regional, community and customer service area industry groups, public and private agencies by arranging, advising and providing training.
- Identifies and secures private and public sector financing through grants writing; administers grants as appropriate.
- Directs water audits and oversees enforcement of water conservation ordinances.
- Reviews irrigation system and landscape plans; collaborates program issues with Utility and Parks staff.
- Analyzes water use data to evaluate program activities; recommends changes as appropriate.

- Responds to customer inquiries and information requests; investigates complaints; recommends appropriate actions to resolve problems or issues.
- Conducts training and develops educational presentations specifically related to the beneficial use of reclaimed water.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Water or Natural Resource Management, Business, Horticulture/Plant Science, Public Administration, Education, or directly-related field PLUS five years of experience performing water conservation functions, which includes conducting public presentations. A combination of education, experience, and training may be applied in accordance with City of Las Cruces policy.

Valid Class D driver's license; position requires an acceptable driving record in accordance with City of Las Cruces policies.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Considerable knowledge of:** Methods, procedures, objectives and standard practices of water conservation, especially in a desert or otherwise arid environment; water and wastewater treatment systems and processes; water chemistry, hydrology, hydro geography, pollutants, irrigation systems, backflow prevention and irrigation audits; principles of xeriscaping and the full range of residential, commercial, industrial and agricultural water conserving technologies and methodologies; City codes applicable to water conservation and enforcement programs; technical programs, research and trends in water conservation; research methodology, analysis and interpretation; data base development and maintenance; methods of public information, education, outreach and marketing; methods of strategic planning and creative problem solving.

**Ability to:** Read and interpret legal, technical, regulatory and operational documents, manuals, journals, blueprints and diagrams; research, analyze and interpret data and make recommendations; analyze standards and regulations and define the impact on the City; operate a motor vehicle; prepare and present oral and written reports; communicate effectively, both orally and in writing; establish and maintain effective working relationships with both internal and external customers; maintain testing records, logs, compliance documents; develop and maintain data bases; operate a personal computer and various office equipment.

**Skills in:** Personal computer and software application operations.

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://agency.governmentjobs.com/lascruces/www.las-cruces.org>

It is policy to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need assistance or accommodation to interview and/or test because of a disability, please contact the Human Resources Department at 575-528-3100 / Voice or 575-528-3169/TTY.

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**Water Conservation Program Coordinator Supplemental Questionnaire**

- \* 1. Position requires a Bachelor's Degree in Water or Natural Resource Management, Business, Horticulture/Plant Science, Public Administration, Education, or directly-related field. Do you have Bachelor's Degree in one of the disciplines listed above?  
 Yes  No
  
- \* 2. If you answered "yes" to Question 1 above, please indicate the type of degree in the space provided below.
  
  
  
  
  
  
  
  
  
  
- \* 3. Do you have at least five years of experience performing water conservation functions, which includes conducting public presentations?  
 Yes  No
  
  
- \* 4. If you answered "yes" to Question 3 above, please indicate the number of years experience in the space provided below.
  
  
  
  
  
  
  
  
  
  
- \* 5. Do you have the minimum requirement of a valid Class D driver's license?  
 Yes  No
  
  
- 6. If you answered "yes" to Question 5 above, please provide the license number, expiration date, and state issuing the license.
  
  
  
  
  
  
  
  
  
  
- \* Required Question