



JOB DESCRIPTION

JOB TITLE: Professional Services Coordinator

FLSA: Exempt

DEPARTMENT: Utilities

GRADE: P2

REPORTS TO: Utilities Director

DATE: 6/1/2019

SUMMARY OF JOB PURPOSE:

Provides professional support to the Lyon County Utilities Department by coordinating high-level departmental functions, including water-rights management, water and sewer service planning, development services, and others.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Ensures utilities service is supplied in accordance with applicable water rights laws and regulations; researches water rights sale agreements, legal chains of title, and ownership status to identify rights holders; develops and maintains systems to log and manage water rights; develops, implements, and applies departmental policies and practices regarding water rights.
- Assists with water resource planning; performs resource analysis and conducts research needed to determine water service allocations; makes recommendations regarding water service allocations; attends administrative hearings and protests concerning water-related issues.
- Serves as a liaison to developers and other applicants for water and sewer service; prepares administrative forms to be used in application process; coordinates the receipt of forms, applications, and other information; calculates fees; communicates with developers and others on application and project status.
- Provides professional support to the Utilities Director and Utilities Engineer on proposed and ongoing development projects; reviews and interprets maps and other development/planning documents; conducts research and analysis concerning utilities planning and service; prepares reports, charts, and presentations.
- Participates in the acquisition and management of grants; gathers data and prepares documentation needed for grant compliance.
- Develops and maintains systems for maintaining utilities records; ensures that records are maintained efficiently, orderly, and in accordance with applicable policy and law; serves as a contact point for internal and external record requestors.
- Works closely and maintains effective relationships with other staff; provides recommendations and advice on matters of significance relating to utilities service and projects; exercises independent discretion to accomplish complex tasks under general guidance from the Utilities Director.
- Communicates clearly and professionally; presents information orally and in writing in individual and group settings.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in Hydrology, Engineering or closely related field and one (1) year experience in the acquisition, dedication, maintenance or transfer or water rights or development services; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills:

Knowledge of:

- Water rights laws, practices, and concepts.
- Water and sewer service planning.
- Development and project management.
- Record keeping and retention.
- Standard office equipment and software, and any specialized platforms needed to perform essential functions.
- Basic practices relating to grant management and budgetary practices.
- Proper business writing, including spelling, grammar and punctuation.
- Applicable federal, state, and local laws and regulations.

Skill in:

- Understanding and interpreting maps and other technical documents relating to construction and development.
- Understanding and interpreting legal documents pertaining to water rights.
- Understanding and interpreting laws and regulations pertaining to Utilities service.
- Researching, distilling material information, and using that information to prepare recommendations.
- Analyzing and resolving problems.
- Compiling and summarizing information and preparing periodic or special reports.
- Developing, implementing, and interpreting policies, procedures, and work standards.
- Communicating effectively, both orally and in writing.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Valid Nevada driver's license



PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to remain seated for extended periods of time; strength to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone.