

SABINE RIVER AUTHORITY
Water Resources Specialist

BRANCH:

Water Resources

DIVISION:

Resource Management/ Project Development

JOB TITLE:

Water Resources Specialist

JOB PURPOSE:

Provides support in water resource management, water and flood planning, and data management. Represents the interests of SRA and the Sabine River Basin in various capacities relating to water resources. Works with the maintenance and development of GIS mapping, SRA website, and coordinates within the Water Resources branch to generate reports on issues such as water supply, water quality, and regulatory compliance. Works under limited direction with latitude for the use of initiative and independent judgment.

REPORTS TO:

Water Resources Director

DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of the Water Resources Specialist include, but are not limited to the following:

Represents the interests of SRA and the Sabine River Basin in various capacities relating to water resources.

Participates in water resource planning and flood planning efforts throughout the basin.

Open and maintain channels of communication with SRA water customers, Sabine Basin governmental entities, and state and local agencies.

Collects or creates and maintains metadata for GIS data sets acquired or created by the SRA.

Analyzes and interprets data developed or procured by SRA, including planning, preparation, or oversight of various reporting requirements.

Assists in the coordination of information flow to and from the Operations Branch and its divisions.

Oversees the collection, management, and quality of GPS data, the development of data dictionaries, and the training of personnel in the use of GPS.

Reviews documents or conducts inspections, field surveys, assessments, or investigations to ensure compliance with applicable laws, rules, regulations, policies, and procedures.

Reviews applications and conducts technical reviews of permits and licenses to ensure compliance with applicable environmental or public health laws and regulations.

Performs quality and quantity analyses of natural resources.

Receives, reviews, and maintains files of materials and prepares reports and field notes as required.

Participates in program planning, development, and implementation.

Works with program staff in determining trends and resolving technical problems.

Reviews, evaluates, or monitors, consultant work, research programs, or special studies.

Assists with preparing correspondence, technical reports, and educational material.

Performs related work as assigned.

EDUCATION, TRAINING AND EXPERIENCE:

Bachelor of Science degree in a natural resource field such as biology, chemistry, environmental science, geography, or geographic information science plus experience in the job functions stated above. Knowledge of environmental laws and regulations, and of safety practices and techniques. Skill in the use of field equipment, computer applications, and in research techniques. Ability to communicate effectively, interpret laws and regulations, and to apply scientific principles.

Should have working knowledge of personal computer business software.

Must have the ability to gather, assemble, correlate, and analyze facts, to devise solutions to problems, to prepare concise reports, to develop and evaluate policies and procedures, and to plan, assign, and/or supervise the work of others.

This position requires a valid Driver's License and a good driving record.