

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: HYDROLOGIST
DEPARTMENT: WATER AGENCY
REPORTS TO: WATER AGENCY BOARD OF DIRECTORS

CLASS CODE: 28024
FLSA STATUS: E
DATE: 01/00

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under administrative direction, advises the County and other agencies on hydrologic/watershed matters; reviews technical reports and proposed projects for impacts on water quality or water quantity and submits recommendations; oversees staff in writing and administering grants to address specific resources. Position is responsible for conducting research, establishing programs, and providing written and oral reports to local, state, and federal agencies.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Performs CEQA review on projects submitted by the Planning and Building Services department; reviews projects for impact on surface and ground water quality and quantity.

Serves as project manager for grant programs addressing gravel management, serves as member of Technical Advisory Group assisting consultants in preparing the Plan; writes grants and serves on the Community Advisory Group for multi-year water shed restoration planning projects.

Conducts field work related to resource management; summarizes data; coordinates data collection with other local, state and federal agencies.

Reviews in-stream gravel mining pre-and post harvest surveys for adequacy, attends annual site inspections; reviews and comments on other resource extraction projects.

Serves as department head; makes presentation to the Planning Commission and Board of Supervisors regarding projects.

Reviews Hydrologic "Proof of Water" reports for adequacy.

Represents the agency before other local, state or federal agencies.

Serves on a variety of specialized committees as required.

Responds in writing or makes verbal comments to mail or telephone calls received from other counties, state or federal departments; provides response to citizen telephone inquiry.

Prepares agency budget and bi-weekly personnel payroll.

Adds publications to and maintains the water resource library.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer	H2O Flowmeter	H2O Quality Equipment	Surveying Equipment
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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Hydrology, Geohydrology, Geology, Geography, Civil Engineering, or a related field; and,

Six or more years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles, practices and theories utilized in hydrology, geohydrology, watershed processes, river dynamics, sediment transport, geology and hydraulics.

Methods utilized in surface and ground water analysis.

All computer applications and hardware related to performance of the essential functions of the job.

Water resource management principles and practices.

Recordkeeping, report preparation, filing methods and records management techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Standard business arithmetic, including percentages and decimals.

Basic budgetary principles and practices.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal and local ordinances, laws, rules and regulations.

Methods and techniques of research, statistical analysis and report presentation.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating clearly and effectively, both orally and in writing.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Preparing clear and concise reports, correspondence and other written materials.

Selecting and motivating staff and providing for their training and professional development.

Presenting technical information clearly, concisely and in an interesting manner to committees, public officials, and the general public.

Mental and Physical Abilities:

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to speak effectively before public groups and respond to questions.

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to interpret a variety of technical instructions with abstract and/or concrete variables.

Ability to operate instruments associated with hydrology and geohydrology work.

While performing the essential functions of this job the employee is regularly required to walk, sit, use hands to finger, handle, or feel, lift and/or move up to 10 pounds, and speak and hear.

Working Conditions:

Work is performed in a normal office environment with some exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically quiet.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.