

CITY AND COUNTY OF DENVER

Office of Human Resources
201 W Colfax Ave, Dept 412, Wellington E. Webb Municipal Office
Building
Denver, CO 80202

<http://www.denvergov.org/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:
Water Conservation Administrator**

An Equal Opportunity Employer

SALARY

\$61,128.00 - \$97,805.00 Annually

OPENING DATE: 02/09/18

CLOSING DATE: Continuous

THE POSITION



The secret is out: Denver is the nation's top place to live, work, and play. Being the best place to live isn't easy; maintaining such a reputation means we need the best people working for the residents of Denver. People who want to make a difference; people who want to give back; people who want to be at the heart of this city and have a hand in creating our future. When you join us, you will employ your unique skills to do important and meaningful work critical to the success of both your organization and the city as a whole. Be a part of the city that you love. #WhereDenverWorks

Denver's Parks and Recreation Department has a leadership opportunity for a subject matter expert and leader in the Water Conservation division. The Water Conservation team serves in safe-guarding and sustaining Denver's water assets and other related considerations.

To learn more about Denver Parks & Recreation's Water Conservation division, please visit: <https://www.denvergov.org/content/denvergov/en/denver-parks-and-recreation/trees-natural-resources/water-conservation.html>

To learn more about Denver's Parks, please visit: <https://www.denvergov.org/content/denvergov/en/denver-parks-and-recreation/parks.html>

ABOUT OUR JOB

The Water Conservation Administrator will serve as a technical expert and advocate for the mission and initiatives of Denver Parks & Recreation's Water Conservation division. This position will lead and supervise a team of water conservation specialist and will be responsible for strategic planning and implementation while ensuring appropriate use of resources.

Job Responsibilities:

- Participates in developing long range and short term planning initiatives
- Performs variety of administrative activities of limited scope in specialized, functional areas
- Maintains and improves efficiency and effectiveness of the Water Conservation operations; implements procedures for evaluating effectiveness
- Participates in creating operating policies and procedures; provides advice and interpretative information related to policies and procedures; evaluates proposed changes and makes recommendations for changes
- Provides supportive, interpretive and advisory information and to higher level administrators, managers, and other stakeholders; serves as liaison with other departmental officials and employees, community groups, and others
- Acts as a Water Conservation technical expert and provides consultative and technical guidance to managers; develop and deliver trainings on irrigation techniques, equipment basics and other related trainings to other parks internal employees
- Remains up-to-date with cutting-edge irrigation and water conservation practices and industry trends; shares knowledge with Parks staff, provides innovative recommendations and implementation of goals
- Provides updates and reports to staff and leadership about Water Conservation initiatives and activities
- Supports Parks standards; ensures collaboration and high level of customer service from Water Conservation team
- Provides leadership, guidance, feedback and support to sustain high performing Water Conservation team
- Conducts studies and research projects as needed and maintains accurate and effective data management and analysis to inform operations and goals
- Responsible for ensuring appropriate and efficient use of resources including budgeting
- Ensures compliance with applicable laws, regulations and policies; assists in establishing processes and controls to ensure compliance
- Models and promotes behaviors that facilitate smooth business operations, safety and cooperative interaction with internal and external clients/customers

ABOUT YOU

We are looking for a passionate and experienced water conservation and irrigation professional with superior leadership skills and an enthusiasm for stewardship of Denver's resources. and is Incumbent must be adept at strategic planning and implementation. Moreover, this position will require an eye for organization, data analysis and innovation. Additionally, our ideal candidate will possess:

- Public sector experience (preferably within a Parks and Recreation Department)
- Experience leading a team of parks, irrigation or water conservation professionals
- 5 - 10 years of experience with the following:
 - Experience reviewing, improving and implementing water conservation practices
 - Experience managing central control operations
 - Experience with parks maintenance field operations
 - Experience reviewing and managing irrigation projects for compliance and best practices
 - Experience working closely with parks maintenance and/or parks planning professionals in implementation of irrigation or water conservation practices
 - Experience developing and maintaining partnerships with water conservation or irrigation organizations

We realize that your time is valuable so please do not apply unless you meet the following minimum qualifications:

- **Education Requirement:** Baccalaureate Degree in a related field based on a specific position(s).
- **Experience Requirement:** Three years of technical or administrative experience performing research and evaluation OR three years of experience performing technical and administrative duties within the related functional area. (Some positions may require experience in a specific area.)
- **Education/Experience Equivalency:** A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.
- **Licensure and/or Certification:** By position, completion of a Career Service Authority supervisory training course prior to completion of the probationary period.

ABOUT EVERYTHING ELSE Classification Title: We call this job a Water Conservation Administrator. The official job classification is [Administrator I \[CI2336\]](#)
Hiring Range: \$61,128 - \$79,467

Assessments / Testing: This position does not require testing.

Pre-employment Screening: An offer of employment is contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the successful completion of a background check. Candidates must pass a criminal background check and other verifications required for the position which may include, but are not limited to, employment and/or education verification, motor vehicle record check, drug test, and/or physical. The existence of a conviction does not automatically disqualify an individual from employment except where federal or state law or regulations prohibit employment of an individual with certain convictions. For more information about the selection and employment screening process, click [here](#).

Probationary Period: This position may require the selected candidate to complete at least a six month probationary period prior to attaining career status with the City & County of Denver. For more information about the probationary period, click [here](#).

The City and County of Denver provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, national origin, disability, genetic information, age, or any other status protected under federal, state, and/or local law.

Recruiter: EF

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RESUMES MAY BE FILED ONLINE AT:
<http://www.denvergov.org/jobs>

EXAM #13853 17019
WATER CONSERVATION ADMINISTRATOR
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