



JOB DESCRIPTION

Stormwater and Special Projects Analyst

Date Prepared: March 2014

Class Code: 7125

SUMMARY: Under basic supervision, coordinates and administers the City's stormwater management program and special parcel tax program; performs a variety of administrative support duties for the Public Works, Water and Development Services Department.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Develops and implements the City's storm water management program in compliance with the requirements of the National Pollutant Discharge Elimination System Multiple Separate Storm Sewer Systems (NPDES MS4) program.
- Interprets regulations, gathers and analyzes effluent limitations and stormwater program data; prepares annual NPDES MS4 permit compliance reports in conjunction with health department staff; makes recommendations and prepares staff reports and memoranda for city administration and council; makes presentations as needed.
- Represents the City by attending and participating in regional stormwater management collaboration group meetings; cooperates with other City departments and regional groups.
- Identifies, recommends, and implements new strategies, ordinances, policies, technical manuals; develops regional plans and instruction manuals related to assigned area.
- Administers the City's special parcel tax programs by assisting in the development of the maximum parcel tax assessment; prepares memo establishing maximum parcel tax assessment; works in cooperation with other City staff to establish, review, and amend parcel assessment lists.
- Develops and revises parcel tax application forms; processes parcel tax applications; responds to inquiries made by the public.
- Reviews parcel tax appeals and adjustment requests; conducts inspections and investigation of parcels use(s); develops correspondence detailing staff's determination; processes refunds of parcel tax corrections as necessary.
- Assists in the administrative process of the department's budget, reviews the department's revenues and expenses; reviews and approves invoices, purchase requisitions, contracts and payables: requests journal entries as appropriate.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in environmental services or closely related subject AND three years of experience in environmental project administration and management.

Knowledge of:

- City policies and procedures.
- Principles and practices of regulatory project management.
- Customer service and public relations methods and practices.
- Principles and practices of record keeping and records management.
- State and federal codes and regulations governing civil engineering and public works projects.

Skill in:

- Collecting and analyzing data and information to draw logical conclusions and make effective recommendations.
- Communicating effectively both verbally and in writing.
- Computing mathematical engineering calculations.
- Establishing and maintaining cooperative working relationships with co-workers.
- Interpreting and applying state and federal statutes, codes, rules, and regulations.
- Operating a personal computer utilizing standard and specialized software.
- Managing projects and administering contracts.
- Working effectively with others to develop solutions for problems.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

QSP, QSD or Certified Stormwater Manager certifications are highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment and in internal and external environments and construction sites throughout the City with possibility of exposure to hazardous materials.