

## **DEPARTMENT OF NATURAL RESOURCES POSITION DESCRIPTION**

**Working title:** Water Quantity Reporting and Inventory Coordinator

**Classification:** Water Resources Management Specialist - Advanced

### **Position Summary:**

As the statewide water quantity reporting and inventory coordinator, this position directs and coordinates the statewide water use registration, reporting and water resources inventory as required under Wisconsin's Great Lakes Compact implementing statute. This position administers the statewide water use registration program including working with approximately 6,000 owners and operators to ensure proper registration and annual reporting of monthly water use for the 15,000 registered sources. This includes the development and implementation of a water use registration, reporting, and permitting management system that includes assisting water withdrawers with accurate water use reporting, addressing technical with water use reporting.

This position is also responsible for independently ensuring effective and efficient implementation of DNR's statutory responsibilities to inventory Wisconsin's waters including springs, lakes, streams, wetlands and groundwater. The position serves as the program expert in the implementation of all aspects of the statewide water quantity inventory including work planning, budget, field data collection (stream and spring flow, groundwater level, and lake stage), data analysis, data visualization and dissemination. This position is responsible for streamlining administrative procedures within the water resources inventory subprogram, maintaining knowledge of state requirements pertaining to the water resources inventory. The position must maintain relationships with a broad range of stakeholders and communicate subprogram policies and priorities to DNR staff and external partners including the U.S. Geological Survey, the Wisconsin Natural History and Geological Survey, the UW System, and citizen organizations. The position is responsible for maintaining water resources inventory data, transforming varied data into geospatial products, and using the geospatial data to support data visualization for improved outreach and education.

### **Location, Geographic Scope & Travel Requirements:**

The incumbent in this position will be assigned to the Central Office in Madison, Wisconsin. The position is responsible for statewide program administration that will require frequent in-state travel with overnight stays.

### **Scope of Authority:**

This position is under general supervision of the Water Use Section Manager located in the Central Office in Madison. This position is non-supervisory.

## **Responsibilities and Accountabilities:**

- 45% A. Implementation and coordination of Wisconsin's water quantity resources inventory**
- A1. Develop annual and long term monitoring work plan and budget.
  - A2. Coordinate statewide collection of data at spring, lake, stream, and groundwater monitoring sites including hydrological and ecological attributes.
  - A3. Operate and maintain continuous / automated field monitoring equipment.
  - A4. Coordinate with other department programs, external partners, and private landowners to implement water quantity monitoring program.
  - A5. Provide leadership to department management on all aspects of monitoring, data collection, inventory, analyses, and field reports.
  - A6. Conduct spatiotemporal analysis and interpretation of water resources data including streamflows, lake levels, springs, and water withdrawal data.
  - A7. Develop of data visualization products and reports for use by Water Use Program staff, partners and the public.
  - A8. Apply tools to standardize existing observation data and serve it via web services.
- 40% B. Implement requirements of DNR water use program activities, including water use registration and reporting.**
- B1. Manage, coordinate, and implement the reporting of annual water usage data for all registered water users, ensuring compliance with the Wisconsin State Statute and Administrative Code.
  - B2. Analyze, evaluate and recommend changes to the statewide water use registration and reporting programs under s. 281.346, Wis. Stats., Ch. NR 856, Wis. Adm. Code, including implementation of an on-line registration and reporting tool.
  - B3. Develop, evaluate and revise policies, guidance and administrative rules associated with the implementation of the Great Lakes Compact and Wisconsin's water quantity laws.
  - B4. Facilitate water use registration database linking, terminations, and transfers.
  - B5. Support water use database QA/QC.
  - B6. Ensure a minimum of 90% reporting rate from registered withdrawals.
  - B7. Coordinate analysis and summary of water use data for annual water use reports.
  - B8. Respond to internal and external requests for water use data.
  - B9. Respond to customer questions related to submitting water use reports.

**10% C. Geospatial Data Development, Analysis, & Maintenance**

- C1. Acquire/develop, QA/QC, enhance, and maintain Water Use Program geospatial data by providing geospatial data guidance and support to program managers, staff, and customers.
- C2. Assist with program ArcSDE and GIS data management and administration.
- C3. Develop workflow models and automate routine operational geospatial data and repository maintenance and management activities, as applicable.
- C4. Develop hydrologic and hydrogeologic geospatial data products that assist Water Use Program and external partners.

**5% D. Other Program Responsibilities**

- D1. Perform other duties as assigned by the Water Use Section Manager.
- D2. Present at meetings, workshops, conferences, and departmental briefings as requested.

**Knowledge, Skills and Abilities:**

- 1. Knowledge of hydrology, geology, hydrogeology and natural resource management.
- 2. Knowledge of stream, river, wetland and lake ecology in relation to water quantity.
- 3. Advanced GIS skills including ArcGIS Online, ArcGIS Pro/Desktop, ESRI Story Maps, and field data collection apps such as Survey 123 for mapping and geospatial analysis.
- 4. Proficient in hydrologic data collection including the use of streamflow monitoring equipment and water chemistry sampling techniques.
- 5. Knowledge with computer mapping tools and aerial photo interpretation.
- 6. Ability to read, query, analyze water use, streamflow, and lake level datasets.
- 7. Ability to communicate effectively, including ability to present complex and technical information clearly and concisely in a variety of formats and to a variety of audiences.
- 8. Demonstrated skill in oral and written communication.
- 9. Proficiency at using computer software such as Windows and Microsoft Office Suite including Outlook, Word, and Excel.
- 10. Familiarity with querying and writing to existing spatial databases.
- 11. Ability to work well in teams and to work independently.
- 12. Skilled in working alongside project team members and with external partners in a highly collaborative environment.

**Physical Requirements and Environmental Factors:**

Physical requirements include frequent and extensive working in the field, talking in front of groups, sitting for long periods of time, lifting and carrying up to 50 lb. Environmental factors include independently traveling statewide for field data collection and working indoors in an office setting. Frequent overnight in-state and occasional out of state travel.

**Equipment Used:** Computers, tablets, smartphones, projectors, virtual meeting hardware, data sondes, streamflow meters, GPS equipment.

**Telework Evaluation:** Office work component can be conducted via telework in conformance with DNR telework policies.