

Position Description for Water Quality Planning Coordinator position

Classification Title: Water Resources Management Specialist-Advanced

Working Title: Statewide Water Quality Management Plan Program Coordinator

Position Summary

The Statewide Water Quality Management Plan (WQMP) Program Coordinator's primary function is to coordinate the integration of multi-program policies, plans and actions into a consistent and ongoing statewide water quality protection and restoration plan which meets the requirements of the Continuous Planning Process specified in ['Wis. Stat. s.283.83](#) 'and the Areawide Water Quality Management Plan (AWQMP) in Ch. [NR 121](#) Wis. Adm. Code. The WQMP Program Coordinator is also responsible for leading the state's development of water quality management plans at the river basin scale statewide and collaborating with DNR water program staff and external partners to develop implementable and consistent watershed plans at various geographic scales.

This position also coordinates and oversees the development of ongoing statewide water quality planning activities with external partners and regional planning organizations to include the negotiation of annual contracts with federal and state fund recipients. This position is responsible for incorporating the local planning agencies work output, as appropriate, into Department policies, administrative codes, and work plans; and provides technical supervision for all Regional Planning Commissions under contract with the Department.

Activities require a highly independent specialist in areas of water resources, planning, funding and legal procedures. Daily activity requires statewide working relationships with program staff and supervisors in the field and central office, collaboration and statewide contacts with local governments, and technical staff.

Time % Goals and Worker Activities

- | | |
|-----|--|
| 30% | <p>A. COORDINATE THE DEVELOPMENT AND IMPLEMENTATION OF WATERSHED-BASED MONITORING, ASSESSMENT, AND PLANNING ACTIVITIES WITH WATER RESOURCES STAFF AND OTHER DEPARTMENT WATER PROGRAMS.</p> <p>A1. Provide leadership and technical support to staff working on watershed and basin scale monitoring and assessment on water quality management plan related issues. Specifically, lead the development of watershed reporting, watershed plan development and ensuring DNR and Water Quality program policies and procedures are followed during plan development and publication.</p> <p>A2. Provide training and access to technical and communication materials to field staff and supervisors regarding monitoring, assessment, planning procedures, and guidance to ensure requirements established by the Water Quality program are applied statewide.</p> <p>A3. Facilitate consistency within established guidance in decision making on monitoring, assessment, and planning issues of regional and statewide significance.</p> |
|-----|--|

	A4	Provide input to Water Resources Policy Management Team for the development of workplans for staff that are involved in water quality monitoring, assessment and planning.
	A5	Coordinate the development of informational and educational guidance for the water quality management planning program. Coordinate activities and provide updates with appropriate Water Resources technical and policy teams and DNR communications staff.
20%	B	COORDINATE THE INTEGRATION AND IMPLEMENTATION OF WATER QUALITY PLANNING POLICIES AND PROCEDURES THAT MEET THE OBJECTIVES, POLICIES AND PRIORITIES OF THE DEPARTMENT AND FEDERAL AND STATE STATUTES AND ADMINISTRATIVE CODES
	B1.	Serve as Team Lead for an integrated cross divisional Water Quality Planning Team, incorporating nonpoint (agricultural and stormwater), waterways and wetlands, wastewater, remediation and redevelopment, source water protection, etc. into the planning effort
	B2.	Lead the development of integrated water quality planning processes, tools, and procedures to be applied consistently across the state. Solicit input from internal and external customers in the development of this approach and associated policies.
	B3.	Evaluate Department policies to identify barriers to integrated planning approaches and suggest strategies to resolve those issues. Work with internal and external customers to develop strategies which may require changes or development of new rules, policies or procedures.
	B4.	Coordinate the preparation and distribution of water quality program performance measures that summarize the progress toward meeting CWA goals and objectives.
	B5	Coordinate the development of policy guidance to program staff to facilitate consistent, integrated water quality planning across the state. Monitor policy implementation and advise Water Resources PMT, and Water Quality Board on policy implementation issues of concern.
25%	C.	DIRECT AND OVERSEE THE DEVELOPMENT OF ONGOING STATEWIDE WATER QUALITY PLANNING ACTIVITIES IN PARTNERSHIP WITH LOCAL AND REGIONAL PLANNING AGENCIES.
	C1.	Coordinate implementation of the local water quality aids program, including negotiation and reporting to USEPA. With finance program staff, manage the annual budget, plan and implement appropriate allocations based on program priorities and available funds.
	C2.	Provide technical support and oversight for all regional planning commissions and other organizations under contract with the Department, particularly in regards to policies related to water quality and delineating environmentally sensitive areas.

- C3. Manage review of all proposed updates and amendments to Areawide Water Quality Management Plans (AWQMP), to ensure completeness, appropriateness and consistency with federal and state laws, administrative codes, as well as responding to controversial issues basic to community development and the protection of water quality.
 - C4. Meet with local and county officials, RPC staff and commissioners, developers, advocacy groups, consultants and legal representatives as well as the public to obtain information about the impact of the proposed amendment based on water quality data provided and to attempt to build consensus decision with adequate environmental protection.
- 15% D. SERVE AS THE MAIN POINT OF CONTACT BETWEEN THE WASTEWATER PROGRAM AND WATER RESOURCES PROGRAM REGARDING SEWER SERVICE AREA PLANNING IN DESIGNATED AND NON-DESIGNATED AREAS OF THE STATE.
- D1. Serve as technical liaison to the Wastewater program with designated planning agencies on Sewer Service Area Plan development, updates, and implementation.
 - D2. Distribute information and provide to Water Resources District staff and management, as well as other water programs, about Sewer Service Area planning activities and coordinate staff involvement as they relate to sewer service area plan development and future amendments for all designated and non-designated areas of the state.
 - D3. Provide water quality data, Clean Water Act standards and assessments information and coordinate recommendations from central office and regional staff regarding Sewer Service Area plan development when appropriate.
- 10% E. OTHER DUTIES AS ASSIGNED.
- F1. Review and keep abreast of changes in knowledge and practices of position-related activities.
 - F2. Participate in job-related training and organizational meetings as assigned by supervisor. Participate in training to develop and maintain technical knowledge and skills required to effectively conduct assigned duties.
 - F3. Participate on work groups, ad hoc committees, special assignments and pilot projects and perform other duties as assigned.
 - F4. Prepare forms and reports as necessary for personnel and budget accounting purposes in a timely manner.
 - F5. Perform other position-related duties as assigned.

Knowledge, skills, and abilities

Thorough knowledge of public environmental policy and policy development strategies. (A2, A3, B1, B2, B4, D1, D3)

Thorough knowledge of water resources issues and ability to interpret data including aspects of hydrology, point and nonpoint source impacts and management strategies, water chemistry or aquatic biology. (A1, A2, B1, B5, D1, D3)

Extensive knowledge of the ecological impacts from urbanization especially from a water resources perspective. (C1, C4, D1)

Knowledge of contract management including workplan preparation, evaluating work of contract agencies, evaluating performance, and recommending action when needed. (B5, C1, C2, C4)

Experience with Implementing and interpreting federal and state law and guidance including relevant CWA law, Code of Federal Regulations, State Statutes and Natural Resources rules Chapter NR 121, NR110. Wisconsin Administrative Code and related, and the program issues relating to water resources management, sewer service area planning, and plan implementation, i.e., identifying and coordinating Department responses to environmentally sensitive area issues. (A1, A4, B1, B3, C1, C2, D1, D3)

Skill in effectively planning and setting of appropriate work priorities and managing overall workload responsibilities (A4, B2, B4, B5, C2, C4, D1, D2, D3).

Skills in continuing quality improvement procedures, program auditing and obtaining public input through hearings and other procedures. (A4, A5, B2, C3)

Ability to communicate with technical and non-technical audiences effectively through oral and written communications. (A1, A2, A4, A7, B2, B4, B5, C2, D1, D2, D3)

Ability to establish and maintain effective working relationships and collaboration with co-workers, supervisors, public officials, stakeholders, external customers and members of the general public. (A1, A2, A4, A7, B1, B2 C1, C2, C3, D1, D2, D3)