

RIO GRANDE WATER CONSERVATION DISTRICT JOB DESCRIPTION

JOB TITLE: Program Coordinator

REPORT TO: General Manager

FLSA STATUS: Non- Exempt (Eligible for Overtime in accordance with the Fair Labor Standards Act and applicable Colorado wage and hour laws).

HOURS: 40-hour workweek

SCHEDULE: Monday through Friday 8:00 am to 4:30 pm, in Office. With occasional evening or weekend meeting.

This job description is established by the Rio Grande Water Conservation District (“RGWCD”) to outline the essential duties and responsibilities of the **Program Coordinator** position. This position is “at-will”, meaning that either the employee or RGWCD may terminate the employment relationship at any time, for any reason, with or without cause or notice.

JOB SUMMARY:

Under the general supervision of the General Manager, the Program Coordinator assists the Program Manager with water resources administration, regulatory compliance, budgeting, and stakeholder coordination for the Subdistricts. The position works closely with the Board of Managers, Program Manager, Deputy General Manager, General Manager, consultants, and state agencies to ensure effective water management, and adherence to statutory and regulatory requirements. The role requires strong leadership, analytical ability, and the capacity to adhere to strict deadlines. This position may be assigned to support one or multiple Subdistricts. Staffing configurations may vary by Subdistrict based on program size, operational complexity, and organizational needs. Duties may be adjusted accordingly while remaining within the scope of this job description.

SUPERVISION: No supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Program Coordinator performs technical, operational, and administrative support work that contributes to the effective implementation of Subdistrict programs. This position assists with data analysis, program coordination, field activities, compliance documentation, and stakeholder communication. Duties require accuracy, organization, and the ability to manage multiple tasks in a deadline-driven environment.

Operational Coordination & Task Support

- Coordinate administrative and operational support activities necessary to meet program objectives, reporting requirements, and project deadlines.
- Work collaboratively with Program Assistants, District staff, consultants, and external partners to facilitate the timely completion of assigned tasks and projects.

- Monitor the status of assigned projects, activities, and deliverables and communicate progress, issues, and resource needs to the Program Manager and Deputy General Manager as appropriate.
- Maintain organized records, schedules, and documentation to support efficient program administration and regulatory compliance.
- Assist with coordinating information, resources, and activities among Subdistricts, District staff, consultants, contractors, and partner agencies.
- Support the implementation of program initiatives by tracking assignments, coordinating logistics, and ensuring required materials and information are available.
- Identify operational issues, inconsistencies, or potential delays and communicate recommendations for resolution through appropriate management channels.
- Assist in maintaining continuity of routine program operations during the Program Manager's absence by coordinating ongoing activities, responding to routine inquiries, and monitoring deadlines and reporting requirements. Matters involving policy interpretation, personnel decisions, budget authority, or significant operational decisions shall be referred to the Deputy General Manager.
- Provide administrative and project support as necessary to facilitate efficient and effective program operations.

Regulatory & Compliance Assistance

- Apply statutes, decrees, rules, and regulatory guidance to daily program tasks under the direction of the Program Manager.
- Assist with the development of compliance documentation, supporting materials, and operational adjustments in response to regulatory changes.
- Gather and verify data required for compliance filings, replacement plans, and technical analyses.
- Help prepare draft materials for compliance plans, reporting requirements, and regulatory submissions.

Water Administration & Field Coordination

- Support water-administration activities, including storage, delivery, and system-operation tracking.
- Conduct field visits, inspections, and producer coordination to collect data, verify metering information, and document site conditions.
- Assist with implementation of conservation practices, farm-unit documentation, and other field-based program activities.

Financial & Budgetary Support

- Assist with preparation of budget materials, cost tracking, and financial documentation.
- Assist with annual fee calculations and provide supporting materials under Program Manager direction.
- Provide documentation and explanations needed for audit processes and financial reviews.
- Support multi-year financial planning by gathering data and preparing preliminary analyses.

Stakeholder, Agency & Public Coordination

- Serve as a secondary point of contact for producers, ditch companies, consultants, and partner agencies.
- Support communication efforts by preparing draft outreach materials, collecting information, and assisting with program correspondence.
- Assist in the exchange of operational, hydrologic, and administrative information with water users and partner entities.
- Assist with coordination of meetings, workshops, and public outreach events, including logistics and materials preparation.

Program Development & Special Project Support

- Assist with program initiatives by gathering data, preparing draft materials, and coordinating project tasks.
- Support evaluation of program feasibility, resource needs, and operational impacts through data collection and preliminary analysis.
- Assist with water-mitigation activities and related projects requiring coordination with agencies, consultants, and landowners.
- Prioritize daily work based on deadlines and program needs, in coordination with the Program Manager.
- Identify issues or discrepancies and report them promptly for resolution.

Perform other duties as assigned.

QUALIFICATIONS, SKILLS, AND COMPETENCIES

Skills and Competencies

- **Program Operations:** Performs technical and operational tasks that support the execution of water programs, project activities, and Subdistrict operations.
- **Water Resource Management & Compliance:** Applies knowledge of water rights, allocation systems, and regulatory requirements.
- **Financial & Budget Oversight:** Assist in budgets, fee calculations, and financial reporting.
- **Data Analysis & Reporting:** Gathers, analyzes, and interprets data to support decisions and generate reports.
- **Problem-Solving & Critical Thinking:** Identifies issues, evaluates options, and implements practical solutions.
- **Communication & Stakeholder Relations:** Communicates clearly in writing and verbally; serves as a point of contact for stakeholders and the public; represents the subdistricts at meetings and events.
- **Collaboration & Teamwork:** Works effectively with colleagues, agencies, and community partners to achieve shared goals.
- **Technical Proficiency:** Skilled in Microsoft Office Suite (Excel, PowerPoint, Access), Google Workspace, GIS software, and other relevant programs.

- **Professionalism & Dependability:** Demonstrates integrity, accountability, reliability, and commitment to continuous improvement.

JOB QUALIFICATIONS:

Minimum Qualifications

- Bachelor's degree in Engineering, Water Resources, Environmental Science, Business Management, Public Administration, or a closely related field.
- Experience working with water-use data, metering data, hydrologic information, or similar technical datasets.
- Experience preparing draft technical reports, summaries, or analytical materials.
- Experience supporting regulatory compliance, documentation, or reporting activities.
- Experience coordinating fieldwork, inspections, or data-collection activities.
- Strong analytical, organizational, and communication skills.
- Proficiency with Microsoft Office Suite and other necessary programs.
- Valid driver's license.

Preferred Qualifications

- Three (3) years of experience in water resources, agriculture, water administration, or technical program support.
- Experience with Colorado water-rights administration, DWR processes, or Subdistrict operations.
- Experience coordinating with landowners, ditch companies, agricultural producers, or partner agencies.
- Experience supporting budget preparation, fee calculations, or financial documentation.
- Experience assisting with grant administration, project coordination, or multi-agency communication.
- GIS experience or GIS coursework.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hand to finger, handle and/or feel objects and/or controls, reach with hands and arms, balance, stoop, kneel, crouch or crawl, talk, or hear, taste or smell. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust to focus.

The primary duties of this position are performed in the office involving prolonged periods of time entering and analyzing data. The physical demands of this position vary depending on work tasks. Reasonable accommodations will be provided in accordance with the Americans with Disabilities Act and applicable state laws.

Office Work:

- Prolonged periods of sitting, computer use, and document review.
- Frequent use of communication tools, mapping software, and standard office equipment.
- Occasional lifting or moving of materials and office supplies (typically up to 20 lbs.).
- May occasionally require the use of step ladders or small ladders to access storage or equipment.

Fieldwork:

- Frequent visits to field sites, project areas, or infrastructure facilities for inspections, meetings, or coordination with staff and partners.
- May involve prolonged standing, walking, stooping, bending, kneeling, and crouching in outdoor environments, often near water bodies or in dense vegetation.
- May involve short periods of walking on uneven terrain or exposure to varying weather conditions.
- Limited lifting or handling of light materials or equipment (typically up to 50 lbs.).

EQUAL EMPLOYMENT OPPORTUNITY

The Rio Grande Water Conservation District is an equal opportunity employer and does not discriminate on the basis of any protected status under applicable law.

This job description describes the general nature and level of work required for this position. It is not intended to be an exclusive or exhaustive list of all responsibilities, duties, and skills required. This job description is not an employment contract, express or implied. This job description may be changed or amended at any time by the RGWCD, without prior notice, to meet the needs of the RGWCD.

ACKNOWLEDGEMENT AND ACCEPTANCE:

I acknowledge I have received and reviewed a copy of the Rio Grande Water Conservation District's job description for the Program Coordinator position. I understand the essential duties and other requirements of the position, as stated in the job description. I have the skills and/or experience to perform all of the job duties and responsibilities. I understand that this is not an exclusive or exhaustive list of duties and responsibilities required for this position and the job description may be changed or amended by the RGWCD at any time to meet the needs of the Rio Grande Water Conservation District. **I am an employee at-will. I agree to always abide by Rio Grande Water Conservation District policies and procedures and all applicable laws.**

Employee Signature: _____ **Date:** _____

General Manager Signature _____ **Date:** _____