State of Arizona Jobs — Water Resource Program Assistant — Phoenix, AZ, USA

Hiring organization
State of Arizona

Employment Type

Industry
Water Resource Management

Job Location
Phoenix, AZ, United States

Date posted
November 15, 2026

Valid through
2026-11-26

Description

The Water Resource Program Assistant is one of the water resource management occupations to understand when exploring State of Arizona careers in Phoenix, AZ, USA. Typical tasks include organizing water conservation project files and compiling usage and monitoring data, with clear handovers helping the team stay on track. Skills in water conservation and spreadsheets, alongside good communication, make this type of work easier to manage.

Responsibilities

- Organize water conservation project files.
- Compile usage and monitoring data.
- Document progress clearly and share outstanding questions with the right colleagues.
- Share work updates and close out records when each task is complete.

Qualifications

- Practical familiarity with water conservation and spreadsheets.
- Ability to organize information and communicate clearly with colleagues or service users.
- Attention to accuracy, deadlines, and established operating procedures.

Experience

A background in water conservation, academic projects, or related service work provides useful preparation for water resource program assistant responsibilities.

Skills

water conservation, spreadsheets, compliance records, communication, organization, accuracy

Career Information

Explore the State of Arizona official website for organization and career information.