Do you want to play a role in managing Montana’s water resources? Would you find working in a career that has both legal and technical challenges interesting? Do you like piecing together details to figure out the big picture? Would you like assisting water right owners? If so, consider working in water rights new appropriations for the Department of Natural Resources and Conservation Water Resources Division in Kalispell, MT.

**DNRC MISSION:** The Department of Natural Resources and Conservation’s (DNRC) mission is to ensure that Montana’s land and water resources provide benefits for present and future generations. The Water Resources Division is responsible for promoting and coordinating the beneficial use, conservation, protection and development of one of Montana’s most precious resources - water.

**APPLICATION AND SELECTION PROCESS**

The Department of Natural Resources and Conservation will use the following factors in the selection process for the position: education, job-related work experience, resume, requested supplemental information, structured interview, job-related reference checks, and job-related current and past work performance.

**Application materials required for this position:**

1. Completed online application submission;

2. Answers to the supplemental questions on a separate document attached to your online submission;

3. College transcripts (copies are okay) also attached as a separate document to your online submission.

**SUPPLEMENTAL INFORMATION REQUEST**

Please answer the following supplemental questions. This provides you an opportunity to present more complete and specific details regarding your qualifications. The responses should be clear and concise since the hiring team may view them as a sample of your written communication skills. This supplement is reviewed separately from the online submission and is part of the evaluation process.

1. Describe your education and experience as it relates to this position, specifically, water rights, records research, and report writing.

2. Describe your experience with aerial photo interpretation, USGS topographic map interpretation, and use of legal land descriptions.

3. Describe your knowledge of and experience with various water uses (i.e. irrigation systems, ponds, wells, etc.), field investigations, and water measuring devices and techniques.

4. Describe your level of knowledge with personal computers and software programs relating to word processing, databases, spreadsheets, Internet data searches and the use of geographic information systems (GIS).

**DESCRIPTION OF DUTIES**
Under the direction of the regional or deputy regional manager, performs technical duties in support of Water Resources Division programs implemented by the Kalispell Water Resources Office and provides assistance and information to the public and other branches of government. Researches, gathers and analyzes water resources information and makes recommendations regarding water use, availability and management. Examines historic water right claims and evaluates water use applications in accordance with state law, rules, policies and procedures. Assists with monitoring of state projects in the region. Appears as a witness at administrative and water court hearings. Serves as a mediator in water right disputes and complaints. Attends meetings and provides information regarding water rights, water appropriation methods, processes and procedures, new water uses and the adjudication process. Conducts field investigations pertaining to water rights for documentation and to provide answers about pertinent aspects (e.g. location, purpose, period of use, flow rate and volume, operating conditions).

Qualifications

COMPETENCIES

Required Knowledge: Requires knowledge of the following subjects: water management practices and methods; water rights and the prior appropriation doctrine; irrigation practices, methods, and designs; water measurement techniques and devices; technical writing; water uses such as mining, municipal, commercial, stock, and hydro-power; personal computer operation including word processing, database, and spreadsheet software; surface and groundwater hydrology and geology; soils and soil surveys; U.S.G.S stream gaging records; design, construction, and operation of small to medium earthen dams and water wells; and public records such as land ownership and district court decrees. Knowledge of GIS software with the ability to produce maps for use in resource analysis, using ARCVIEW to construct digital map coverage and spatial coordinates and related attribute data.

Required Skills: Must be skilled in the operation of personal computers; reading and interpreting maps (quad maps, aerial photos, plats); conducting complex research involving multiple data sources; operating and maintaining water measuring devices; operating and maintaining survey equipment; operating computer programs used to research the water rights database and effectively display spatial and tabular data as maps, tables and charts; mathematical calculations, and read and understand legal land descriptions.

Required Abilities: Must be able to analyze complex issues and make sound, defensible judgments; be organized and self-motivated; perform complex mathematical calculations; organize and conduct field investigations; learn necessary software programs; remain unbiased when working with diverse interests; work effectively with water users, other water managers, co-workers, and the public; accomplish program objectives in an effective manner; communicate effectively orally to individuals and groups; coordinate work schedules and activities with other staff; prioritize and organize a large workload with multiple deadlines and demands; work with limited supervision, accept responsibility and follow written and verbal instructions; evaluate facts and make independent decisions; and learn and apply MEPA requirements and evaluate environmental impacts of potential water projects.

EDUCATION AND EXPERIENCE

The knowledge, skills, and abilities are typically acquired through a combination of education and experience that is equivalent to a bachelor's degree in natural resource management or the natural sciences, plus a minimum of two years of experience with water resources management. Coursework in water resources, physical or natural sciences, engineering, and technical writing is desirable. Other comparable and relevant combinations of education and experience will be considered on an individual basis.
Applicant Pool Statement

If another department vacancy occurs in this job title within six months, the same applicant pool may be used for the selection.

Training Assignment

This agency may use a training assignment. Employees in training assignments may be paid below the base pay established by the agency pay rules. Conditions of the training assignment will be stated in writing at the time of hire.

Job Environmental Sciences

Salary: $40,404.00 to 44,893.00 Yearly

Benefits Package Eligibility
Health Insurance, Paid Leave & Holidays, Retirement Plan

Number of Openings 1

Employee Status Regular

Schedule Full-Time

Travel Yes, 5 % of the Time

Primary Location Kalispell

Agency Department of Natural Resources & Conservation

Union 000 - None

Bargaining Unit 000 - None

Posting Date May 11, 2015, 6:06:45 PM

Closing Date May 30, 2015, 12:59:00 AM

Additional Application Materials Required to Apply

Supplemental Questions (Refer to Job Posting), Transcripts

Contact Name Kelly Bishop

Contact Email kbishop@mt.gov

Contact Phone 406-444-6673

The State of Montana has a decentralized human resources system and each agency is responsible for its own recruitment and selection process. An employee or applicant who needs a reasonable accommodation during the application or hiring process should contact the state agency human resources staff identified on the job listing as soon as possible or use the relay service by dialing 711.
Montana Job Service Offices

also offer support services including assisting applicants with submitting online applications.

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