



## Office of the Water Engineer

### Job Description: Admin Assistant/Compliance Tech

<b>Job Title</b>	Compliance Tech (Admin Assistant)
<b>Date</b>	2023-08-30
<b>Job Level(s) Being Hired</b>	Level I (entry), Level II (experienced), Level III (senior)
<b>Immediate Supervisor</b>	Water Engineer
<b>Position Type</b>	Full-Time
<b>Classification</b>	Non-exempt from FLSA
<b>Schedule</b>	Flex, focused on Mon-Thu 8:30-5:30
<b>Duty Station</b>	Office of the Water Engineer Primary: Ronan, Montana Occasional Remote Work Possible
<b>Pay</b>	\$20.00 to \$25.00/hour depending on experience/education with possible pay boost for specific skillsets
<b>Requirements</b>	Must be able and authorized to work in the United States
	Must hold a valid driver's license
	Must pass a background check

#### Who We Are:

The Office of the Water Engineer (OE) is a group of resource professionals coalesced around the mission of providing consistent, fair, and informed water administration and enforcement to citizens living on the Flathead Indian Reservation. Our office is unique; we are not a Tribal, State, or Federal Office and are a standalone entity created by the Water Compact as authorized by Tribal, State, and Federal laws. We operate under the direction of the Flathead Reservation Water Management Board (FRWMB or Board). OE staff must be self-reliant, self-supporting, capable of independent completion of complex tasks, and prepared to make quality decisions that stand up to the rigor of review. As a team, we rely on each other to manage workload, public services, safety, and we maintain a healthy and fulfilling work-life-balance while getting things done. The OE needs people that enjoy solving unique problems, produce quality work, thrive on technical and logistical challenges, complete the job, and cultivate comradery and joy in the workplace. We are public servants to an amazing community in need of help with their water management issues and we take pride in providing quality services.

***OE Job Descriptions are generalized for recruitment purposes; successful candidates will receive a more detailed “position description” that is specific to their individual assignments, skillsets, pay rate, work schedule, and other position elements.***

**Job Overview:**

The Compliance Tech is a primary OE contact responsible for processing and researching water right documents and information, assisting the public with water rights questions, providing the office with data processing support, administrative and secretarial support, and serves as the administrative and communications (phone, mail, e-mail and web) link between the public and the OE. The Compliance Tech works under the direction of the Water Engineer, Board and the Unitary Administration and Management Ordinance (“Ordinance”) of the Water Compact between the Confederated Salish and Kootenai Tribes (Tribes), the State of Montana, and the Federal Government. The Compliance Tech works closely with the Office of the Engineer’s staff, the Tribes’ water resources staff, the Montana Department of Natural Resources and Conservation (DNRC) Water Resource Division, the Flathead Indian Irrigation Project (FIIP), and the citizens and water uses on the Flathead Indian Reservation (FIR). The Compliance Tech serves as a trusted communication source to provide thoughtful, informed, and accurate OE information. The Compliance Tech routinely reads technical documents and forms, directly interacts with the public and partners, discovers and reports historic documents that inform work, reviews and improves digital and physical map products, and thinks on their feet to perform a range of routine needs, not all of which relate directly to water.

**Essential Duties, Responsibilities, and Expectations:**

*These essential duties are not inclusive of all the duties that may be assigned.*

**A. Administrative**

**30%**

1. Greets visitors and handle their inquiries or direct them to the appropriate person and answer and direct incoming phone calls and emails to the appropriate individual;

2. Coordinate schedules and appointments for staff and Board members;
3. Receives and distributes mail, prepares and meters outgoing mail and files and maintains postage and mailing supplies;
4. Maintains manual and digital office filing systems and enters information in databases;
5. Operate general office equipment such as printers, copiers, and phone system;
6. Determines office supply needs and orders materials necessary to maintain an adequate inventory;
7. Receives and records receipt of various fees, helps maintain accounting documents, and makes deposits in local bank;
8. Lead support for public Board meetings including: meeting minutes, hosting Zoom meetings on behalf of the Board, managing meeting recordings, maintaining agendas, and providing meeting document packets for the Board;
9. Managing web information: coordinating with web hosting services to post correct information and verify its correctness, including application fillings, Board meeting materials and policies, and information about water rights on the Flathead Indian Reservation;
10. Implements the Ordinance, analyzes and makes recommendations regarding the use, availability, and management of water resources;
11. Processes water right applications under the Ordinance and evaluates the accuracy and extent of the applicants request and for claimed and authorized water uses;
12. Prepares maps using Geographic Information System (GIS) and other mapping technology;
13. Prepares technical reports, memorandums, and **letters** tailored to specific situations reflecting analysis of water use applications;
14. Evaluates validity of proposed, existing, and historical water rights;
15. Reviews and researches technical literature, county records, historic water right documents, legal records, deeds, trust documents, articles of incorporation, and other information needed to resolve water use applications and issues;
16. Participates in water right database administration and development;
17. Consults with the Water Engineer, staff hydrologists, staff legal counsel and other resource professionals to gain information needed to resolve technical and legal issues relating to historical, existing, and proposed new water uses;

18. Provides information regarding policies, positions and viewpoints to stakeholders, tribal, state, and local entities such as conservation districts, local planning boards, and student groups;

***Level II & III Compliance Tech duties, responsibilities, and expectations also include:***

19. Supports, sometimes independently, opening, operating, and closing the OE for all phases of general office operations including greeting and direct interface with the public, either at the office or at remote meetings;
20. Provides technical review of OE reports and written products; and
21. Determines if elements of a water right application have been met and may then modify, remark, condition, or deny the water right.

**B. WATER RIGHT APPLICATION PROCESSING**

**60%**

1. Implements the Ordinance by receiving and processing water right application forms including:
  - Domestic Allowances;
  - Registration of Existing Uses;
  - Substitute Wells;
  - Geothermal Heating and Cooling;
  - Stock Allowances;
2. Prepares and reviews maps using Geographic Information System (GIS) and other mapping technology;
3. Evaluates accuracy of application information; solicits correct information when needed;
4. Reviews and researches county records, historic water right documents, legal records, deeds, trust documents, articles of incorporation, and other information needed to resolve water use applications and issues;
5. Participates in water right database entry and administration;
6. Consults with the Water Engineer, staff hydrologists, staff legal counsel and other resource professionals to gain information needed to resolve technical and legal issues relating to historical, existing, and proposed new water uses;

***Level II & III Compliance Tech duties, responsibilities, and expectations also include:***

7. Provides technical review of OE reports and written products;

8. Assists the OE with developing policies, forms, procedures, and work processes needed for start-up and implementation of the Ordinance;
9. Provides information regarding policies, positions and viewpoints to stakeholders, tribal, state, and local entities such as conservation districts, local planning boards, and student groups;
10. Determines if elements of a water right application have been met and may then modify, remark, condition, or deny the water right; and
11. Analyzes the applicant's justification and calculations for the requested flow rate and volume to determine if the amount of water requested is reasonable.

### **C. OTHER DUTIES AS ASSIGNED**

**10%**

1. Performs a variety of other professional and technical duties in support of the Office of the Engineer and the Board. This includes activities such as attending training and educational programs, meetings, and conferences;
2. Completes administrative functions including providing input on OE annual work plans, and other related duties as assigned; and
3. Provides assistance to the Water Engineer for personnel, filing, and other office organizational needs.

### ***Level II & III Compliance Tech duties, responsibilities, and expectations include:***

4. Provides editing and technical reviews of OE documents; and
5. May be delegated autonomous drafting of certain OE documents.

### **Direction Received:**

The incumbent receives direction from the Water Engineer who makes general and broad assignments. The incumbent is expected to use technical experience and education to complete assignments in a timely and professional manner.

Due to the "start up nature" of the FRWMB compact implementation, the incumbent is expected to discuss precedent setting situations with the Water Engineer, prior to implementation.

Will resolve most situations using expertise and experience.

### **Working Relationships:**

Incumbent works with other professionals as an official representative of the FRWMB and the Water Engineer. Most contact is giving directions, offering

clarification and advice to applicants and customers. Will work directly with complex situations and complicated water rights applications. Is expected to communicate professionally and clearly so that processes are understood and transparent to the public.

Will interface with State, Tribal and Federal staff as part of a team in support of full compact implementation.

### **Minimum Qualifications (Education and Experience):**

The required knowledge and skills are typically acquired through a high school degree/equivalency and a combination of education and experience equivalent to a bachelor, associate degree, or degree or trade school certificate; coursework in natural sciences, business, administration, public speaking, and writing is desirable. Experience in administrative positions and other combinations of education and experience may also be considered.

Level I, II, and III designation is directly related to education and experience.

### **Competencies or Knowledge, Skills, and Abilities:**

**Knowledge:** Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Knowledge of administrative and office procedures and systems such as word processing, managing files and records, printers, designing forms, and workplace terminology.

**Skills:** The position requires skill in effective communication with people of varied technical levels. Must be skilled in operation of computers, MS365, Word, Outlook, Excel, and Adobe. Must be skilled in project management, conducting legal research, and reading technical data and reports. The incumbent must be capable of becoming proficient in GIS application (ArcView) and accessing and manipulating data in a computer database environment.

**Abilities:** The position requires the ability to analyze and appraise facts, legal documents, and records to make defensible decisions. Must communicate effectively verbally and in writing. Demonstrated proficiency in adjusting to meet changing priorities while simultaneously working on multiple projects. Communicates objectively when providing information, advice, and guidance to technical and non-technical individuals and groups on complex and

controversial issues. Initiative and motivation to act independently and take responsibility for evaluating and responding to challenging situations, problems, and opportunities. Establishes and maintains effective working relationships with coworkers, supervisor, the Board, state and tribal agencies, local governments, and the public. Models high standards of honesty, integrity, trust, and openness. Knows and follows through with the correct standards of conduct and moral judgement. Communicates and demonstrates actions in a consistent manner. Respects others, regardless of individual capabilities, agendas, opinions, or needs. Focuses to achieve results. Actively participates and respects the ideas of others. Looks for alternative ways to work with others that will create better results and working relationships.

**Physical Demands & Working Conditions:**

*[described demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.]*

The incumbent works primarily in an office setting. Frequent and continuous physical activities required including: sitting, typing, writing, hearing, listening, talking, bending, stooping, and lifting up to 25 pounds. Occasional travel may be expected. This role is mostly protected from weather conditions or contaminants, but not necessarily from the occasional temperature fluctuation. Works frequently with computer hardware including set up of PCs, printers, modems, etc., and works at a computer terminal daily for extended periods of time. There is frequent exposure to stress associated with deadlines and changing priorities, and there is occasional exposure to hostility from the public. Some Compliance Tech perform field work in outdoor settings where exposure to weather and field challenges may occur.

**Pay Boost for Specific Skillsets, Experience, and Education:**

- Business management, budgeting, budget projections;
- Website administration, design, and management;
- Database administration, management, and design; and
- Computer IT management and services including MS365 Domains, Website content management and editing, networks, and PC app installations/removals, PC and network security.

### **To Apply:**

Submit a letter of interest and resume in a single pdf to [contact@frwmb.gov](mailto:contact@frwmb.gov). Resumes should clarify if you are eligible to work in the United States and should also contain start and end dates (including the month and year), hours worked per week, level of experience and examples for each work experience and accomplishment that proves you can perform the tasks at the level required for the position as stated in this position description. Your experience needs to address every required qualification and/or pay boost skill sets for which you have experience or education.

You may be asked to provide certified college or trade school transcripts, 3-5 references, examples of your writing skills, proof of a valid driver's license. You may be asked to provide your most recent supervisor's contact information and permission for the OE to call for a reference. Successful applicants will need to pass a background check and show proof of a valid drivers license.

Priority screening begins **September 10, 2023; Position open until filled.**

The **Office of the Water Engineer and the Flathead Reservation Water Management Board** are Equal Opportunity Employer and do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non- disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.