



POSITION DESCRIPTION

Position Title

Water Resources Specialist (Levels I, II, or III)

Department

Office of the Engineer for the Flathead Reservation Water Management Board

Compensation Range

\$26.00 to \$32.00 per hour, with benefits

FLSA Status

Non-Exempt/Exempt

Location

Ronan, MT (some remote flexibility)

About the Board

The Flathead Reservation Water Management Board ("Board") is the entity established by the Confederated Salish and Kootenai-Montana Compact ("Compact") and the Unitary Administration and Management Ordinance ("Ordinance"). The Board is responsible for the administration, management, and enforcement of water rights on the Flathead Indian Reservation.

The Office of the Engineer is the physical location of the Board's operations, and its staff is tasked with implementing water rights administration and oversight under the Ordinance and promoting and coordinating the use of water resources.

Position Summary

The Water Resources Specialist is responsible for performing a broad variety of duties associated with the administration and management of water resources within the Flathead Indian Reservation. This position is directly supervised by the Engineer, with additional general supervision and oversight from the Board. This position is considered staff of the Office of the Engineer and shall serve as a trusted expert for members of the public, the agencies and entities that work closely with the Board including the Montana

Department of Natural Resources & Conservation and the Confederated Salish & Kootenai Tribes.

Duties of the Water Resources Specialist

The duties for this position include but are not limited to:

- Implementation of the Ordinance, review and analysis of water use, availability, and management
- Process water right applications under the Ordinance
- Review, create, prepare maps using ArcGIS and other mapping technology
- Draft, prepare, review technical reports, memorandums, and policies for the administration of water rights on the Reservation
- Work within the state database for water rights records
- Analysis of hydrological reports, information, and data
- Collaborate with staff, the Engineer, Board members, legal counsel, and members and staff of the Compact Parties
- Conducts field investigations, attends public meetings, assists in enforcement proceedings or appeals before the Engineer
- Assist members of the public in water rights applications, research, enforcement, and other matters related to the administration of water rights on the Reservation

Required Qualifications

- Level I: Combination of education equivalent to a bachelor's degree in natural resource management or the natural sciences, plus one year or more of experience with water resources work
- Level II: In addition to the Level I requirements, the individual must possess either two years of higher-level education training (working towards a master's degree) in either hydrology, earth science, geology, civil engineering, or water resources, with some emphasis on water resources preferred OR one year of appropriate professional experience in water resources work
- Level III: In addition to the Level II requirements, the individual must have two years of appropriate professional experience in water resources work

Preferred Qualifications

The position requires extensive knowledge of water resources, field investigation, public interaction and people skills, problem solving abilities, and research skills. Knowledge of water-use practices, water measurement, land ownership, and of the Compact and Ordinance is preferred but not required. It is preferred that the individual can analyze complex water rights documents, records, and files, legal documents, policies and

procedures. Additionally, it is preferred that the individual can adjust to changing priorities, facts, and situations, and be capable of multitasking with a high degree of honesty, integrity, trust, and openness.

The position requires proficiency in the operation of computers, MS365, Adobe, telephones capable of conference calls, Zoom and/or Teams, website management, research databases such as Cadastral, the DNRC Query system, other water rights related databases, SharePoint, etc.

Working Conditions

This position may include some remote flexibility but stresses the priority in working in office as the Office of the Engineer is a water rights office open to the public.

Most work will occur in a standard office environment. The individual must be able to stand, sit, and work at a computer for extended periods of time. Physical stamina is considered good, and the incumbent must be able to lift 25 pounds.

The individual must be able to enter and exit a car with ease and walk long distances, as necessary to inspect property and verify water locations/diversions as required.

The individual may encounter members of the public who disagree with the Compact and the water rights administration on the Reservation. The individual is expected to present himself/herself in a calm, efficient, and professional manner when interacting or communicating with members of the public.

Special Requirements

This position is subject to a background check.

At least three (3) work references will be required as part of the application process.