

[Shoshone-Paiute Tribes P.O. Box 219 Owyhee, Nevada 89832, PH: \(208\) 759-3100,](mailto:hr@shopai.org)
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JOB ANNOUNCEMENT

Position: **Water Resources Director**
Grade: **25 to 36 (Depending on Experience)**
Salary: **\$51,260.00 to \$86,730.00 (Depending on Experience)**
Account Code: **2120-000-6000 & 2150-000-6000**
Department: **Water Resources**
Supervisor: **Chief Executive Officer**
Division: **Tribal Administration**
Classification: **EXEMPT**
Location: **Owyhee, Nevada**

OPENS: August 12, 2019

CLOSES: When Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT
BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-
Paiute Tribes' Resolution No. 95-SPR-135**

SPECIAL CONSIDERATIONS:

This position is subject to random drug testing and a background check as a condition of employment. This individual operates Tribal vehicles and equipment on a regular basis. This person comes into close contact with children, seniors, and the general public in the course of delivering service to the community. This individual has access to sensitive Tribal and personal data. This position oversees the budget process for the Water Resources Department and must meet the conditions to be bonded. This individual works in hazardous environment (machinery, electricity, chemicals).

Position of Director/Job Summary:

The Water Resources Director is responsible for overseeing the administration, use, management and protection of the Shoshone-Paiute Tribes' water resources on the Duck Valley Indian Reservation. The Water Resources Director will be hired by the Shoshone-Paiute Tribes to serve as the Executive and enforcement arm of the Water Code, with authority to administer and enforce the provisions of the Water Code and implementing regulations.

The Water Resources Director will report to the Shoshone-Paiute Tribes Water Resources Board. The Director will work with the Board, the Business Council, and the Tribes' attorneys and consultants on water matters to evaluate, protect, coordinate and manage use of the Tribes' water and water rights. The Director will supervise any staff that may be authorized by the Board with Final approval from the Business Council.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

The Water Resources Director must be a qualified water resource manager, with an appropriate background in water resource management, water rights administration, water development, or engineering. Specific knowledge, skills, and abilities include:

1. Thorough knowledge of the principles, techniques, and methods of surface and groundwater hydrology and hydraulics.
2. Project management of consultants relating to water supply, watershed protection, water resources, water quality studies, and capital improvement projects.
3. Ability to make presentations before utility boards, Tribal Council, federal regulatory agencies, professional conferences, and the public.
4. Thorough knowledge of watershed protection strategies, including protection of groundwater resources.
5. Considerable knowledge of the principles and practices of civil engineering as it relates to water resources and water quality projects.
6. General knowledge of the law applicable to tribal reserved water rights and Idaho and Nevada state water rights.

7. Ability to establish and maintain good rapport with the public, private agencies, customers and citizens, tribal officials, and other tribal employees.
8. Ability to perform research and to prepare technical and administrative reports.
9. Ability to communicate clearly, concisely, and effectively, orally and in writing to technical and non-technical audiences.
10. Ability to work independently and to effectively handle multiple projects simultaneously.
11. Ability to learn quickly and adapt to change.
12. Ability to effectively utilize a personal computer and apply it effectively to water resources and utility management including, but not limited to, the use of several of the following programs: Excel or Quattro, Access or Dbase, PowerPoint, Word or WordPerfect, Netscape/Internet Explorer and email and web design software.
13. A proven track record of writing and successfully obtaining Federal and or State grants to augment existing budgets.
14. Willingness to do what is required to get the job done.

EDUCATION, EXPERIENCE AND FORMAL TRAINING:

Successful applicants will have graduated from a four year college or university with major course work in water resources, environmental sciences, or civil engineering or a related field; having a master's degree in civil, agricultural or environmental engineering, or related science is preferred. Must have ten (10) years extensive experience in work supply planning and operations may be substituted for a degree.

ESSENTIAL DUTIES:

The essential duties of this position include the following:

- Protects the Tribes' surface and groundwater supplies and water rights.
 - Coordinates with the Tribes' attorneys on water matters to evaluate, protect, coordinate, and manage use of the Tribes' water and water rights.
 - Reviews watershed and water quality monitoring programs and data, and evaluates with respect to water supply requirements.
 - Protects the water resources of the Reservation from over-use and from activities that may harm the resource.
 - Analyzes potential impacts to water quality from proposed upstream activities.
- Manages water resource data and information.
 - Gathers or develops data, information, and studies related to all surface water, springs, stored water, and groundwater sources on the Reservation

to assist in the use and development of water resources and the administration of the Water Code.

- Evaluates water supply availability and develops water demand projections.
- Develops and uses computer models to analyze water supply operations and water quality.
- Manages water supply, watershed protection, water quality, and other water resources studies and projects performed in-house or by consultants.
- Conducts water resource planning.
 - Develops a Comprehensive Reservation Water Resources Plan for management, development, and conservation for optimum use of the water resources within the Duck Valley Reservation. The Comprehensive Reservation Water Resources Plan shall contain a description of all existing and planned uses of water. The plan shall quantify, insofar as possible, the unused waters within the Reservation and shall set forth a plan for allocating the waters among the potential uses. The Comprehensive Reservation Water Resources Plan shall, among other things:
 - Provide for the conjunctive management of surface and groundwater resources.
 - Include policies designed to accomplish full economic development of Reservation water resources.
 - Propose levels of reasonable water use that will accommodate existing water uses and future development of water resources.
 - Provides for measures to protect fish and wildlife and habitat, aquatic life, recreation, aesthetic beauty, water quality, and all cultural resource considerations of the Shoshone-Paiute Tribes.
- Manages water use on the Reservation.
 - Formulates and recommends to the Board regulations necessary to implement the Water Code, including any fee structure for water permits.
 - Directs and manages the distribution of water in accordance with the Duck Valley Irrigation Project Management Plan, Addendum A.
 - Issues water permits in accordance with the Water Code, Chapter 5.
 - Takes such action as may be necessary to enforce permits and orders and directives, including: 1) issuance of citations or notices of violation; 2) actions to control the means of diversion and 3) entry upon land and inspection; 4) installation of monitoring and recording devices; and 5) imposition of fines and other reasonable means of enforcement.
- Supervises staff as assigned.
- Develops and administers a budget.
- Manages use and maintenance of equipment and facilities as assigned.
- Represents the Tribes and gives presentations in public meetings regarding water use, watershed protection, and water projects.

MATERIAL AND EQUIPMENT DIRECTLY USED:

Uses computers, keyboards, calculators, telephones, water level indicators, audiovisual equipment, and standard office equipment. Utilizes electronic connections to off-site locations.

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:

Frequent exposure to distractions and interruptions created in a multi-purpose work environment. Will experience pressure to meet deadlines. Will be required to perform duties with limited clerical support. Position requires sitting for extended periods of time during routine or stressful conditions. Must be able to retrieve information from various locations in the office when needed; lift and transports items weighing up to 15 pounds; clearly articulate information in presentations and on the phone; and operate computer, printer and calculator under routine or stressful conditions. May be required to use personal vehicle to travel to and from meetings and other locations.

OTHER NECESSARY SPECIAL REQUIREMENTS:

Must possess a valid driver's license, provide proof of a safe driving record, and maintain a safe driving record for continued employment. Successful candidates will be required to complete a substance screen prior to employment. Background investigations may be done prior to employment. A test of computer abilities and general knowledge of water resources may be conducted of final applicants.

SALARY AND BENEFITS:

- Excellent Benefits
 - Salary dependent on experience
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