



**DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES  
DIVISION OF WATER RESOURCES**

**901 South Stewart Street, Suite 2002**

**Carson City, Nevada 89701-5250**

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**<http://water.nv.gov>**

February 2, 2018

**NON-CLASSIFIED POSITION ANNOUNCEMENT**

**Water Commissioner (Public Outreach Manager)  
Temporary Position**

The Nevada Department of Conservation and Natural Resources/Division of Water Resources is seeking qualified applicants for a **temporary, part-time, 30 hours per week**, position in our Floodplain Management Section located in Carson City, Nevada.

**Recruitment:** This is an open competitive recruitment, open to all qualified persons. Applications will be accepted until March 1, 2018

**Approximate Compensation (DOE):**

Hourly Rate - \$25/hour

This is a part-time, 30 hours per week, temporary, hourly paid position. This is a contracted position, and no state benefits apply.

**The Position:** This position will assist the floodplain management program with public outreach events including: promotion of flood awareness through social media, public speaking, Newsletter, Flood Awareness Week, and the implementation of a Strategic Outreach Plan to educate communities about the NFIP, flood awareness, flood preparedness and flood mitigation to encourage Nevada communities to become more resilient. This position will have **frequent travel** associated with it (approximately 25%-50% of time) throughout Nevada. This position will require the successful candidate to be able to function with minimal supervision from a home office when not in the field. The Public Outreach Manager will assist with other duties as assigned by the supervisor. The Public Outreach Manager position is a **temporary**, 30 hours per week position, which will last until project completion, approximately 4 months. The position will be funded by the Cooperating Technical Partner (CTP) Grant, a grant issued by the Federal Emergency Management Agency (FEMA) to enhance the floodplain management program.

**Minimum Qualifications:** Qualified candidates must have a bachelor's degree in earth sciences, water resources, communications, journalism, marketing, education or a related field. Experience with public speaking is preferred.

**Training and Experience:** PLEASE PROVIDE RESPONSES TO THE FOLLOWING QUESTIONS. RESPONSES WILL BE REVIEWED, EVALUATED AND SCORED. IT IS IMPORTANT TO PROVIDE A THOROUGH RESPONSE.

- Describe any public outreach and education work you have performed.
- Describe your involvement in the field of natural resources and any watershed management work.
- Describe your level of proficiency and experience with Microsoft Word, Excel, various Social Media platforms and Power Point.
- Describe your ability/experience in working independently, with minimal supervision from a home office environment.
- Please include your availability/desired work schedule for a typical Monday through Friday work week.

**To Apply:** Submit a cover letter, resume including professional references, and answers to the above questions by email, mail or deliver to: Bunny Bishop, State Floodplain Manager, Division of Water Resources, 901 S. Stewart St., Ste. 2002, Carson City, NV 89701, Email: [bbishop@water.nv.gov](mailto:bbishop@water.nv.gov).

It is the applicant's responsibility to submit a complete resume and provide the requested supplemental information pertaining to Training and Experience. **Incomplete resumes and/or supplemental information may be cause for rejection from consideration.**

**Please indicate how you heard of this position. If you heard of this recruitment through a website, please specify the website.**