



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

901 South Stewart Street, Suite 2002

Carson City, Nevada 89701-5250

(775) 684-2800 • Fax (775) 684-2811

<http://water.nv.gov>

WATER COMMISSIONER

Non-classified position - Grade 30

Approximate Annual Salary (DOE):

Employee/Employer Paid Retirement:	\$35,997.12 - \$52,847.28
Employer Paid Retirement:	\$32,510.16 - \$47,710.90

Recruitment Open to: All qualified persons.

Recruitment Dates: Applications will be accepted until recruitment need is satisfied.

Recruiting for: A full-time vacancy located at the Department of Conservation and Natural Resources, Division of Water Resources, Carson City, Nevada. In order to receive consideration, applicants must indicate their availability to work in this geographical location and must possess a valid Nevada driver license. Per Nevada State Senate Bill 505 of the 2011 Legislature, State of Nevada employees are required to take unpaid furlough. The furlough hours result in a reduction of income of approximately 2.3%. The salary ranges listed above do not reflect this reduction.

The Position: This position does field data collection; writes water-use (pumpage) inventory reports; measures depth to groundwater in wells; maintains and creates data and data systems in the Division of Water Resources (Division) Geographic Information Systems (GIS); assists in the development of monitoring plans required of water-right permittees; reviews water-level data reported by permittees for accuracy and completeness and assists in inputting the data into electronic records; supports Division staff by answering GIS related technical questions and creating maps, charts and geographical analyses as needed; participates in technical and statutory review of water-right applications and application maps for publication; provides assistance to the public with water-right related questions.

Skills Required: Must be able to work independently and in a team environment. Must be able to communicate effectively with co-workers and the public. This position provides GIS and technical writing support to engineers and water resource specialists throughout the Division. Therefore, good writing skills are essential. Must be professional, well organized and motivated. Must be willing and able to improve existing skills and develop new ones as required by work assignments. Must have a good driving record and be willing to travel up to 25% of the work schedule. Must have experience with the Microsoft Office suite of desktop applications.

Experience or education in the use of GIS software and Global Positioning Systems (GPS) receivers is preferred.

To Qualify:

In order to be qualified, you must meet the following requirements:

Education and Experience (Minimum Qualifications)

Bachelor's degree from an accredited college or university with major course work in engineering, hydrology, hydrogeology, mathematics or closely related field; **OR** associate degree from an accredited college, university or technical school with major course work in engineering, engineering technology, geographic information systems (GIS), mathematics, physical sciences, or related field and one year of technical experience.

Additional Special Requirements

1. A valid Nevada driver license is required at the time of appointment and as a condition of continuing employment.
2. The position requires field work and travel throughout the state up to 25% of the time.

Supplemental Questionnaire

Water Commissioner, Hydrology Section, Nevada Division of Water Resources

Please note: It is your responsibility to make certain that all information requested by this questionnaire is provided. Only complete supplemental questionnaires will be considered.

RESPONSES TO THE REQUESTED INFORMATION WILL BE REVIEWED, EVALUATED AND SCORED. IT IS IMPORTANT TO PROVIDE A THOROUGH RESPONSE.

1. Describe your level of proficiency with Microsoft WORD and EXCEL and ACCESS.
2. Describe your experience in writing and reviewing technical reports.
3. The position is full-time (40 hours per week). The work hours are 8:00 am to 5:00 pm Monday through Friday. The position includes occasional overnight travel to coordinate activities, conduct and attend field work and participate in training. With appropriate notice, are you available for overnight travel?
4. Are you able to work in inclement weather?
5. Briefly describe your GIS experience and any experience with Esri software.

Submit Cover Letter and Resume / Direct Inquiries to:

Nevada Division of Water Resources
Attn. Matthew Dillon, Water Resource Specialist
901 South Stewart Street, Suite 2002
Carson City, NV 89701-5250

E-mail: mdillon@water.nv.gov