

# Walker River Irrigation District

## Job Description

TITLE  
**BOOKKEEPER**

GRADE  
**TBD**

### **Employment At-Will**

Employees are employed at the will of both the employee and Walker River Irrigation District (WRID). This means the employee may quit at any time, for any reason or no reason, with or without notice; and WRID may terminate employee at any time, for any reason or no reason, with or without notice. There is no promise by either the employee or WRID that employment must or will continue for any set period of time. Nor is there any promise by either the employee or WRID that employment will be terminated only under particular circumstances or with particular notice.

Any exception to this policy of employment at-will may only be made in writing signed by the General Manager and approved by the Board of Directors. Nobody has the authority to modify the status of at-will employment, verbally or in writing, except for the Board of Directors. No statements, express or implied, contained in this Job Description or any memoranda, policy, procedure or other materials or statements provided to applicants or employees in connection with employment, modify the at-will relationship. WRID's at-will policy supersedes any and all written, oral or implied representations that are in any way inconsistent with it.

### **CLASS CONCEPTS**

**BOOKKEEPER:** Positions at this level provide secretarial, clerical, fiscal and administrative support to the manager, staff and constituents. Or, they perform specialized duties in support of a program or function which requires previous knowledge and experience in the subject area. Incumbents establish administrative procedures and write/update procedure manuals for those functions. Incumbents control and monitor expenditures and cash flow by interpreting state, federal and department regulations and procedures; determine the timing, amount and funding source for budget revisions and augmentations; design and implement report formats and data collection systems; and prepare reports with both data and narrative reporting and interpretation. Assignments are broadly stated in terms of objectives to be met, and/or they are specialized and require the use of analytical and critical thinking to determine appropriate action. Problem resolution often requires research, comparison and examination of detailed agency-/program-specific information. Errors directly affect the services provided to the agency and/or constituents; the content, quality, adequacy and timeliness of services provided; and frequently have monetary consequences to the program or loss of agency credibility. Critical assignments are reviewed to ensure conformance to standards of quality and general acceptability. Positions at this level do not include supervisory duties.

### **Representative duties for BOOKKEEPER include, but are not limited to:**

- Inputs, reviews and verifies invoices for payment to ensure the following: correct entry of vendor, invoice number, account coding, amount, sales tax exempt and fiscal year; works with other departments/offices on invoice entry training and error corrections. Prepares and issues checks for approved invoices on a backup basis, including printing a check register, other reports and 1099 reports at year-end.
- Processes and balances payroll, payroll corrections, benefits and technical transactions in compliance with all applicable federal, state and local rules, regulations and procedures; enters payroll data into computer systems and maintains databases; enters data, processes transactions, validates data and compiles documentation and reports, including quarterly and year-end.

- Updates employee information for taxes and benefit deductions, wage assignments, garnishments, retirement and other payments; audits and analyzes payroll transactions and resolves discrepancies.
- Prepares general ledger maintenance and journal entries, monthly/quarterly/annual reports, and month- and year-end close of the financial reporting system.
- Reviews grant applications for fiscal impact and accuracy; prepares and submits grant applications; maintains grant files including performing grant monitoring, balancing, reimbursements and reporting.
- Coordinates funding sources for district projects and initiatives for projects, etc.
- Maintains and completes all fiscal reports as applicable to grant requirements, federal, state and local rules, regulations and procedures.
- Administers various human resource procedures for personnel; assists in the development and implementation of personnel policies and procedures.
- Participates in developing department goals, objectives and systems.
- Recommends new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.
- Confers with and interprets policies, procedures and regulations to organization staff and constituents.

\*\*\*\*\*

## MINIMUM QUALIFICATIONS

### BOOKKEEPER

**EDUCATION AND EXPERIENCE:** Graduation from high school supplemented by 6 college credits in beginning accounting and 3 college credits in intermediate accounting. Additionally required is four years of progressively responsible financial records maintenance experience which includes duties such as designing, implementing and interpreting narrative and data reports; applying principles of accounting to analyze financial information; preparing entries to accounts; analyzing assets and liabilities and preparing balance sheets; auditing contracts, vouchers and other documents and preparing summary transaction reports; implementing accounting control procedures; and overseeing the work of other accounting staff; **OR** an equivalent combination of education and experience as described above which must have included 6 college credits in beginning accounting and 3 college credits in intermediate accounting.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (REQUIRED AT TIME OF APPLICATION):** **Working knowledge of:** advanced spreadsheet and word processing software applicable to developing financial reporting and data collection systems; fund, managerial, governmental and cost accounting principles and practice. **General knowledge of:** federal requirements for fund disbursement, record retention and audit purposes as applied to maintaining sufficient departmental operating funds, proper documentation and accountability. **Ability to:** perform complex reconciliations to determine accuracy of account balances; write/update procedure manuals for multiple and complex financial processes; perform revenue and expenditure processing activities in multiple, complex financial areas; instruct system users in understanding reports generated by the accounting system; prepare clear and understandable reports substantiated by necessary references or other documentation applied to financial statements, special reports, federal reports and balance sheets.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (TYPICALLY ACQUIRED ON THE JOB): **Working knowledge of:** governmental accounting and cash flow policies and procedures; relevant federal and state statutes and regulations as well as agency policies and procedures; supervisory techniques including organizing work flow, assigning and reviewing work, training and evaluating performance, and disciplinary processes. **Ability to:** determine the timing, amount and funding sources for budget revisions and augmentations.

This position requires Notary Public certification within 6 months of employment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

FLSA: Non-Exempt

ESTABLISHED: TBD

REVISED:

REVISED:

REVISED:

# Walker River Irrigation District

## Job Description

TITLE

**DATA/SCADA TECHNICIAN**

GRADE

**TBD**

### **Employment At-Will**

Employees are employed at the will of both the employee and Walker River Irrigation District (WRID). This means the employee may quit at any time, for any reason or no reason, with or without notice; and WRID may terminate employee at any time, for any reason or no reason, with or without notice. There is no promise by either the employee or WRID that employment must or will continue for any set period of time. Nor is there any promise by either the employee or WRID that employment will be terminated only under particular circumstances or with particular notice.

Any exception to this policy of employment at-will may only be made in writing signed by the General Manager and approved by the Board of Directors. Nobody has the authority to modify the status of at-will employment, verbally or in writing, except for the Board of Directors. No statements, express or implied, contained in this Job Description or any memoranda, policy, procedure or other materials or statements provided to applicants or employees in connection with employment, modify the at-will relationship. WRID's at-will policy supersedes any and all written, oral or implied representations that are in any way inconsistent with it.

### **CLASS CONCEPTS**

**DATA/SCADA TECHNICIAN**: Positions at this level schedule, transport and operate heavy equipment and vehicles, to include tractor-trailer combination vehicles used to transport heavy equipment and supplies and perform routine equipment maintenance. Positions at this level do not include supervisory duties.

**Representative duties for DATA/SCADA TECHNICIAN include, but are not limited to:**

- Perform preventive maintenance to ensure equipment is in proper working condition including changing fluids and filters; lubricating the vehicle; performing routine servicing of electrical, cooling, and hydraulic systems; and conducting safety inspection.
- Drive tractor-trailer and heavy equipment to various destinations within or outside the District; unload supplies and equipment; relay operating instructions for equipment to receiving personnel.
- Communicate with site supervisors to schedule pickup and delivery times; load vehicles, heavy equipment and supplies onto the trailer using proper loading and placement procedures and secure loads.
- Perform skilled work such as the installation of telemetry and control devices, SCADA or similar data monitoring and control hardware.
- Install, maintain, monitor and test electronic motors, control panels, electrical circuits, motor controls and other associated electronic equipment.
- Install and maintain radio equipment; adjust as necessary to comply with FCC requirements.
- Estimate materials, parts, tools and equipment needed for work assignments; orders and picks up materials and supplies from outside vendors as appropriate.
- Completes paperwork as necessary for cost reports, work logs, inventory logs, etc.

- Installs, repairs and maintains irrigation systems; adjusts, repairs and replaces timing mechanisms; reads and interprets standard plans, specifications, blueprints and schematics; prepares as-built sketches.
- Performs preventative maintenance and repairs on water systems by inspecting and maintaining pumps, valves, gates, motors and related machinery; clear debris; flush sediment traps; repair a variety of hand and power tools, welders, heavy machinery; maintain access roads; and transport vehicles and equipment as appropriate.
- Inspects assigned areas; corrects or reports safety hazards.
- Observes safe work methods and uses safety equipment; secures worksites from safety hazards as necessary; attends safety meetings.
- Operate a variety of equipment including tractors with attachments such as a five gang reel mowing attachment, combination backhoe and front end loader, five ton dump truck, self-propelled and riding lawn mowers, trenchers, street sweepers air pressure paint sprayer, pickup trucks, utility vehicles, trailers, sod cutters, tampers, lifts, cement mixer, welding equipment such as torches and tanks, weed eaters, hedge trimmers, air compressors, and air socket guns to accomplish grounds maintenance and minor construction activities.
- Schedule vehicles/equipment for service and repairs; assist in preventive maintenance.

\*\*\*\*\*

## MINIMUM QUALIFICATIONS

### DATA/SCADA TECHNICIAN

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and one year of experience operating heavy maintenance and construction equipment; **OR** an equivalent combination of education and experience. *(See Special Requirements and Informational Notes.)*

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):  
**Working knowledge of:** materials, methods and equipment used in highway/bridge construction and maintenance; safe methods of loading cargo and operating equipment. **Ability to:** understand and carry out oral and written instructions; read and understand service and operating manuals; load and unload equipment and supplies; perform physical labor for extended periods of time. **Skill in:** operating heavy construction and maintenance equipment; using common hand and power tools used for highway maintenance and repair work.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job): **Detailed knowledge of:** State and federal regulations pertaining to commercial vehicle operations; agency policies and procedures pertaining to the transport and delivery of equipment and supplies, bridge inspection and maintenance, or bridge drain and culvert cleaning. **General knowledge of:** principles and practices of supervision. **Ability to:** establish priorities, delegate assignments and train, motivate, and supervise staff. **Skill in:** inspecting bridges and recognizing defects and deficiencies.

This position requires OSHA 30 Certification within 6 months of hire.  
 A valid Class A or B Nevada commercial driver's license is required within 6 months of hire.

This class specification is used for classification, recruitment and examination purposes. It is not

to be considered a substitute for work performance standards for positions assigned to this class.

FLSA: Non-Exempt

ESTABLISHED: TBD

REVISED:

REVISED:

REVISED:



# Walker River Irrigation District

## Job Description

### TITLE

**EQUIPMENT FOREMAN**

### GRADE

**TBD**

### Employment At-Will

Employees are employed at the will of both the employee and Walker River Irrigation District (WRID). This means the employee may quit at any time, for any reason or no reason, with or without notice; and WRID may terminate employee at any time, for any reason or no reason, with or without notice. There is no promise by either the employee or WRID that employment must or will continue for any set period of time. Nor is there any promise by either the employee or WRID that employment will be terminated only under particular circumstances or with particular notice.

Any exception to this policy of employment at-will may only be made in writing signed by the General Manager and approved by the Board of Directors. Nobody has the authority to modify the status of at-will employment, verbally or in writing, except for the Board of Directors. No statements, express or implied, contained in this Job Description or any memoranda, policy, procedure or other materials or statements provided to applicants or employees in connection with employment, modify the at-will relationship. WRID's at-will policy supersedes any and all written, oral or implied representations that are in any way inconsistent with it.

### **CLASS CONCEPTS**

**EQUIPMENT FOREMAN:** Positions at this level are responsible for assigning, performing and overseeing semi-skilled tasks in a multi-craft environment. Positions at this level does include supervisory duties.

### **Representative duties for EQUIPMENT FOREMAN include, but are not limited to:**

- Works with management in providing estimates of staff hours, materials, tools and equipment needed for work assignments; orders and picks up materials and supplies from vendors as appropriate.
- Assists in the repair, maintenance of ditch/canal/irrigation systems, equipment and facilities.
- Performs in maintenance and repair of motors, generators, and pumps.
- Performs rough and finish carpentry; prepares forms for cement laying and assists in the pouring and finishing of cement projects.
- Mows, trims, edges, fertilizes, and waters landscaped areas; weeds, prunes, mulches, fertilizes, and sprays vegetation in/along canals, roadways, and facilities.
- Installs, repairs and maintains irrigation systems; adjusts, repairs and replaces timing mechanisms; reads and interprets standard plans, specifications, blueprints and schematics; prepares as-built sketches.
- Performs preventative maintenance and repairs on water systems by inspecting and maintaining pumps, valves, gates, motors and related machinery; clear debris; flush sediment traps; repair a variety of hand and power tools, welders, heavy machinery; maintain access roads; and transport vehicles and equipment as appropriate.

- Inspects assigned areas; corrects or reports safety hazards.
- Performs snow removal and salting of facilities and access ways.
- Operates and maintains a variety of hand and power tools and equipment related to activities.
- Observes safe work methods and uses safety equipment; secures worksites from safety hazards as necessary; attends safety meetings.
- Operate a variety of equipment including tractors with attachments such as a five gang reel mowing attachment, combination backhoe and front end loader, five ton dump truck, self-propelled and riding lawn mowers, trenchers, street sweepers air pressure paint sprayer, pickup trucks, utility vehicles, trailers, sod cutters, tampers, lifts, cement mixer, welding equipment such as torches and tanks, weed eaters, hedge trimmers, air compressors, and air socket guns to accomplish grounds maintenance and minor construction activities.
- Schedule vehicles/equipment for service and repairs; assist in preventive maintenance.

\*\*\*\*\*

## MINIMUM QUALIFICATIONS

### EQUIPMENT FOREMAN

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and four years of increasingly responsible experience in performing maintenance and operation of a wide variety of light, medium and heavy vehicles from many different manufacturers in accordance with the service requirements and manufacturers' specifications; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):  
**Detailed knowledge of:** common methods, tools, and equipment used in the adjustment and repair of vehicles/equipment maintained by the agency to which assigned. **Ability to:** schedule vehicles for use and anticipate the need for additional vehicles; establish, monitor, and maintain a preventive maintenance schedule for a fleet of vehicles/equipment; determine whether staff, another work unit, should complete repairs or an outside vendor based on the extent of repairs, capabilities of staff, and time and equipment required; train staff in new methods and procedures.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job): **Working knowledge of:** agency and division rules, policies, and procedures pertaining to fleet service operations; State administrative regulations, policies and procedures regarding personnel and purchasing; State and federal regulations regarding the use and disposal of hazardous materials. **General knowledge of:** principles and practices of supervision and training. **Ability to:** establish work unit priorities, delegate assignments, and train, motivate and supervise staff; interpret policies and procedures; obtain information and resolve problems; plan and direct work unit activities in a manner that utilizes personnel, facilities, and equipment most efficiently and effectively; gather, compile and analyze information required to project future requirements for materials, supplies, equipment and personnel.

This position requires OSHA 30 Certification within 6 months of hire.



This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

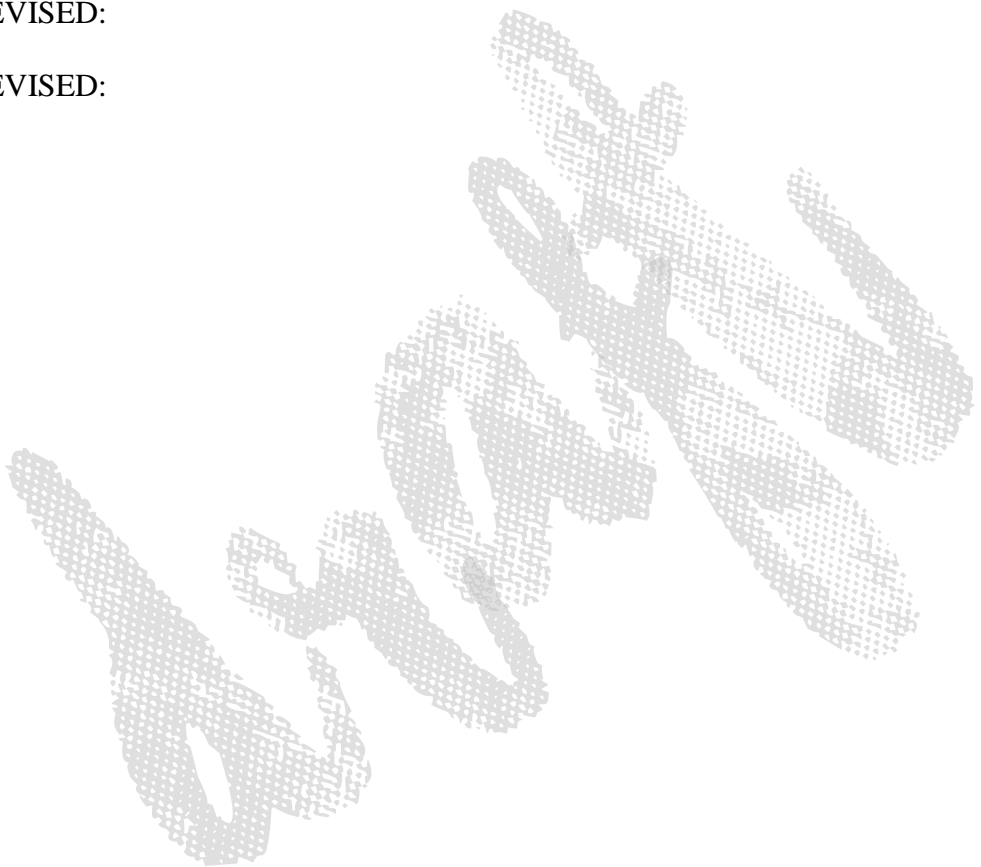
FLSA: Non-Exempt

ESTABLISHED: TBD

REVISED:

REVISED:

REVISED:



# Walker River Irrigation District

## Job Description

TITLE  
RECEPTIONIST/DATA ENTRY TECHNICIAN

GRADE  
TBD

### Employment At-Will

Employees are employed at the will of both the employee and Walker River Irrigation District (WRID). This means the employee may quit at any time, for any reason or no reason, with or without notice; and WRID may terminate employee at any time, for any reason or no reason, with or without notice. There is no promise by either the employee or WRID that employment must or will continue for any set period of time. Nor is there any promise by either the employee or WRID that employment will be terminated only under particular circumstances or with particular notice.

Any exception to this policy of employment at-will may only be made in writing signed by the General Manager and approved by the Board of Directors. Nobody has the authority to modify the status of at-will employment, verbally or in writing, except for the Board of Directors. No statements, express or implied, contained in this Job Description or any memoranda, policy, procedure or other materials or statements provided to applicants or employees in connection with employment, modify the at-will relationship. WRID's at-will policy supersedes any and all written, oral or implied representations that are in any way inconsistent with it.

### CLASS CONCEPTS

**RECEPTIONIST/DATA ENTRY TECHNICIAN:** Positions at this level perform clerical and secretarial duties in support of the agency. Incumbents may specialize in word processing, data entry, telephone/reception duties, files/records maintenance, transcription or other assignments. At this level, work involves interrelated and/or recurring tasks that require following standardized, sequential steps, processes or procedures. Assignments are structured, and specific guidelines are available in procedure manuals and/or written or verbal instructions. Deviations from standard practices require prior approval by the supervisor, who is generally available to answer questions and make decisions, or professional staff within the agency. Incumbents obtain factual information, resolve procedural problems and discrepancies, and explain standard procedures, program requirements and/or practices. Positions at this level do not include supervisory duties.

**Representative duties for RECEPTIONIST/DATA ENTRY TECHNICIAN include, but are not limited to:**

- File, locate and retrieve information according to alphabetical, numerical, coded or other established records maintenance systems; arrange materials for storage, disposal or preservation according to established procedures.
- Record data and maintain routine records of addresses, telephone numbers, staff schedules and attendance, activity logs and subject files.
- Duplicate, collate, assemble and distribute materials according to established agency policies and procedures.
- Pick up, receive, open, date stamp, sort and deliver mail and other materials to agency staff.
- Type materials such as correspondence and reports; create and/or maintain non-complex databases and spreadsheets such as address lists and logs according to explicit instructions.
- Enter data in computer terminal according to clearly defined instructions and criteria; review data for completeness; refer incomplete, illegible or incorrect data and documents to higher level staff for resolution; maintain production logs as assigned.

- Perform basic clerical accounting tasks; receive invoices and verify the completeness and accuracy of specific information; check arithmetic calculations; assemble, sort and batch documents and information for processing.
- Perform receptionist duties and answer telephones; greet office callers and visitors and provide basic information regarding agency activities; answer general questions, send prepared brochures or informational materials to requestors, and refer callers/visitors to appropriate personnel or offices.
- Perform other duties as assigned.

\*\*\*\*\*

## MINIMUM QUALIFICATIONS

### RECEPTIONIST/DATA ENTRY TECHNICIAN

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and six months of general clerical experience; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (REQUIRED AT TIME OF APPLICATION):** **General knowledge of:** standard office procedures such as filing, typing, duplicating materials; answering telephones and taking/sending written or electronic-mail messages; distributing mail; telephone etiquette; correct English usage, grammar and punctuation; proper spelling of commonly used words; operation of computers and other office machines; word processing software; manual and computerized recordkeeping methods; basic math; reading skills sufficient to understand information and materials related to the assignment. **Ability to:** use computers, telephones, paging systems, copiers, facsimile machines and other office equipment used to perform clerical work; understand and follow oral and written directions; communicate and work cooperatively with others including co-workers, program clientele and the public; add, subtract, multiply and divide numbers accurately.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

FLSA: Non-Exempt

ESTABLISHED: TBD

REVISED:

REVISED:

REVISED:

# Walker River Irrigation District

## Job Description

### TITLE

**TEMPORARY LABORER**

### GRADE

**TBD**

### **Employment At-Will**

Employees are employed at the will of both the employee and Walker River Irrigation District (WRID). This means the employee may quit at any time, for any reason or no reason, with or without notice; and WRID may terminate employee at any time, for any reason or no reason, with or without notice. There is no promise by either the employee or WRID that employment must or will continue for any set period of time. Nor is there any promise by either the employee or WRID that employment will be terminated only under particular circumstances or with particular notice.

Any exception to this policy of employment at-will may only be made in writing signed by the General Manager and approved by the Board of Directors. Nobody has the authority to modify the status of at-will employment, verbally or in writing, except for the Board of Directors. No statements, express or implied, contained in this Job Description or any memoranda, policy, procedure or other materials or statements provided to applicants or employees in connection with employment, modify the at-will relationship. WRID's at-will policy supersedes any and all written, oral or implied representations that are in any way inconsistent with it.

### **CLASS CONCEPTS**

**TEMPORARY LABORER:** Positions at this level are responsible for performing semi-skilled tasks in a multi-craft environment. Positions at this level not include supervisory duties.

### **Representative duties for TEMPORARY LABORER include, but are not limited to:**

- Assists in the repair, maintenance of ditch/canal/irrigation systems, equipment and facilities.
- Performs in maintenance and repair of motors, generators, and pumps.
- Performs rough and finish carpentry; prepares forms for cement laying and assists in the pouring and finishing of cement projects.
- Mows, trims, edges, fertilizes, and waters landscaped areas; weeds, prunes, mulches, fertilizes, and sprays vegetation in/along canals, roadways, and facilities.
- Installs, repairs and maintains irrigation systems; adjusts, repairs and replaces timing mechanisms; reads and interprets standard plans, specifications, blueprints and schematics; prepares as-built sketches.
- Inspects assigned areas; corrects or reports safety hazards.
- Performs snow removal and salting of facilities and access ways.
- Operates and maintains a variety of hand and power tools and equipment related to activities.
- Observes safe work methods and uses safety equipment; secures worksites from safety hazards as necessary; attends safety meetings.
- Operate a variety of equipment including tractors with attachments such as a five gang reel mowing attachment, combination backhoe and front end loader, five ton dump truck, self-propelled and riding lawn mowers, trenchers, street sweepers air pressure paint sprayer, pickup trucks, utility vehicles, trailers, sod cutters, tampers, lifts, cement

mixer, welding equipment such as torches and tanks, weed eaters, hedge trimmers, air compressors, and air socket guns to accomplish grounds maintenance and minor construction activities.

- Perform routine equipment maintenance such as lubricating equipment, inspecting and changing belts, checking and adding fluids, changing filters, sharpening blades, fixing tires, changing oil and filters, changing hydraulic fluid and filters, and changing batteries; replace water pumps, radiators, starters, brakes, hub assemblies, and drive shafts; work on carburetor systems; replace glow plugs, fuel pumps, and fuel tanks and make adjustments and minor repairs to ensure equipment remains in proper working condition.

\*\*\*\*\*

## MINIMUM QUALIFICATIONS

### TEMPORARY LABORER

**EDUCATION AND EXPERIENCE:** High School Diploma/GED, AND one year of work experience which included responsibility for performing semi-skilled grounds maintenance work and operating light equipment and a variety of gas and diesel-powered equipment used for grounds maintenance.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**General knowledge of:** methods, materials, tools, and equipment used in grounds maintenance and construction; **Ability to:** understand and carry out oral and written instructions; read and understand service manuals and operator manuals; write sufficient to prepare purchase requisitions and maintenance records; operate light duty vehicles and hand and power tools used in grounds maintenance work; safety requirements and safe operating procedures; establish and maintain cooperative working relationships with co-workers and agency personnel.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job): **General knowledge of:** routine service requirements for equipment used by the agency to which assigned. **Skill in:** performing routine equipment maintenance; safely operating the range of grounds maintenance equipment used by the agency to which assigned; herbicide and pesticide application.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

FLSA: Non-Exempt

ESTABLISHED: TBD

REVISED:

REVISED:

REVISED:



# Walker River Irrigation District

## Job Description

TITLE  
WATER RIGHTS SPECIALIST

GRADE  
TBD

### Employment At-Will

Employees are employed at the will of both the employee and Walker River Irrigation District (WRID). This means the employee may quit at any time, for any reason or no reason, with or without notice; and WRID may terminate employee at any time, for any reason or no reason, with or without notice. There is no promise by either the employee or WRID that employment must or will continue for any set period of time. Nor is there any promise by either the employee or WRID that employment will be terminated only under particular circumstances or with particular notice.

Any exception to this policy of employment at-will may only be made in writing signed by the General Manager and approved by the Board of Directors. Nobody has the authority to modify the status of at-will employment, verbally or in writing, except for the Board of Directors. No statements, express or implied, contained in this Job Description or any memoranda, policy, procedure or other materials or statements provided to applicants or employees in connection with employment, modify the at-will relationship. WRID's at-will policy supersedes any and all written, oral or implied representations that are in any way inconsistent with it.

### **CLASS CONCEPTS**

**WATER RIGHTS SPECIALIST:** Positions at this level provide secretarial support to the Board of Directors as appointed. Assignments require problem solving and performance of specialized duties within the framework of agency/program policies, procedures, requirements and applicable regulations. Additionally, initiative and judgment are required to determine the priority of assignments and to structure tasks to accomplish program and administrative objectives within established schedules and timelines. The work is specialized and involves circumstances requiring adaptation of different approaches or methods to solve problems. Errors affect the timely provision of services to the manager, staff and constituents and may cause inconvenience and financial loss. Incumbents exchange specialized program related information and explain detailed regulations and procedures to agency staff and constituents including why and how regulations apply to their specific situation or problem. Completed work products are reviewed periodically by the supervisor or the users within or outside the agency. Positions at this level do not include supervisory duties.

### **Representative duties for WATER RIGHTS SPECIALIST include, but are not limited to:**

- Receive, review, approve or deny requests for water services; contact constituents for additional information and clarification as required; explain regulations and requirements, and available remedies.
- Respond to requests for information; defuse disgruntled constituent situations; take detailed messages concerning issues of significance to the agency; prepare agendas and action items; transcribe and distribute written summaries or minutes.
- Coordinate communications between the manager and staff both within and outside the work unit; receive and relay sensitive information related to agency activities, provide explanations regarding established policies and procedures.
- Prepare reports which summarize statistical information related to the agency's database, activities, constituents and operations; advise management of unusual trends.

- Create spreadsheets including formulas to organize, display and summarize data, facilitate analysis and identify interrelationships; prepare special reports for other agencies and external entities.
- Maintain and monitor statistical information related to agency programs and activities; ensure data is current, complete and accurate; maintain current balances.
- Maintain current and accurate database records; update water rights as provided by constituents and other agencies; perform timely and accurate water order transactions.
- Review documents prepared by others for program compliance; identify discrepancies, resolve problems and provide guidance for correction; authorize and approve documents within assigned parameters.
- Compose documents and materials including correspondence, memoranda, reports, charts and other items in support of program and agency operations; provide and explain information including applicable rules, regulations, guidelines, policies and procedures; distribute materials to concerned parties according to established distribution lists or on an as-needed basis.
- Research information from a variety of internal and external sources including the Internet for projects which may include unique purchases; identify sources of information and communicate with staff; evaluate and compare information; report findings to the supervisor.
- Perform election year requirements ensuring all laws and guidelines are adhered to.

\*\*\*\*\*

## MINIMUM QUALIFICATIONS

### WATER RIGHTS SPECIALIST

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and three years of progressively responsible relevant work experience which included experience in one or more of the following areas: maintenance of complex records and files; public/customer relations including explaining detailed policies, regulations and requirements; preparation and processing of financial and statistical documents; and assisting staff and management with projects and activities; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (REQUIRED AT TIME OF APPLICATION):** **Working knowledge of:** functions and operation of an administrative office; operation and use of word processing, spreadsheet, database management and other associated business software. **General knowledge of:** principles of supervision and training if applicable to the assignment. **Ability to:** interpret and apply complex rules, regulations, policies and procedures to specific problems and situations; receive inquiries and resolve complaints from staff and constituents; perform specialized duties in support of program activities; coordinate communications with other work groups, both within and outside the agency; organize, coordinate and oversee the work of subordinate staff as required to meet schedules and timelines if required by the assignment; research information from a variety of departmental and external sources; compile and update information and prepare reports related to specific program/management activities; coordinate a variety of projects and assignments; assist agency staff in resolving computer hardware and software related problems and malfunctions, if applicable to the assignment; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (TYPICALLY ACQUIRED ON THE JOB):** **Working knowledge of:** agency mission, functions, programs, activities and operating policies; eligibility requirements, applicable regulations and policies related to the program to which assigned.



This position requires Notary Public certification within 6 months of employment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

FLSA: Non-Exempt

ESTABLISHED: TBD

REVISED:

REVISED:

REVISED:

