



STATE OF WYOMING
invites applications for the position of:

**EXMT01-10906-Surface Water Division
Administrator-Cheyenne**

SALARY: \$6,315.36 - \$8,138.36 Monthly

LOCATION: Cheyenne

OPENING DATE: 07/12/19

CLOSING DATE: Continuous

DESCRIPTION AND FUNCTIONS:



Open Until Filled

GENERAL DESCRIPTION:

Plans, organizes and directs the Surface Water & Safety of Dams Divisions of the Wyoming State Engineer's Office which is responsible for reviewing permit applications to put surface water of the state to a beneficial use.

The mission of the Wyoming State Engineer's Office and Board of Control is to provide for the general supervision and protection of both inter-and intra-state water of this state, including the appropriation, distribution and application to beneficial use of water as provided under the prior appropriation doctrine while maintaining the flexibility within that framework to meet the changing needs of the citizens of Wyoming.

This is an at-will position and serves at the pleasure of the State Engineer.

Human Resource Contact: Rachael Reinhardt 307-777-6143 rachael.reinhardt2@wyo.gov

ESSENTIAL FUNCTIONS: The listed functions are illustrative only and are not intended to describe every function which may be performed in the job level.

- Develops and implements permit conditions, rules and policies to conserve the surface water resource and mitigate impacts to existing appropriators.
- Reviews technical work related to surface water permit applications and water right petitions to ensure compliance with Wyoming statutes, compacts, decrees and agency regulations.
- Reviews, analyzes and prepares technical reports and detailed correspondence regarding technical issues.
- Coordinates and collaborates with public, agency, other state agencies and federal agencies in surface water-related issues.
- Resolves problems, discrepancies and deficiencies on petitions, applications, maps and reports in accordance with Wyoming law, rules and regulations.
- Manages the Safety of Dams Program which regulates the safety and structural integrity of qualifying water storage facilities in the state.
- Develops, leads, counsels, and evaluates performance of employees.
- Develop and manage the Division budgets.

QUALIFICATIONS:

PREFERENCES/AGENCY REQUIREMENTS:**

Preference will be given to candidates with Bachelor's degree in civil, geologic, hydrologic engineering, geology, hydrology or water resource sciences plus 4 years of professional work experience in geologic or hydrologic analysis, irrigation management or water rights administration, Preference will be given to candidates with two years with supervisory or management responsibility.

**Professional Engineer's (PE) License required. (Wyoming PE required within six months of hire date).

KNOWLEDGE:

- Knowledge of Wyoming water law, rules and regulations of the State Engineer and State Board of Control, and water rights filing and change request procedures; drainage basin hydrology; dam and hydraulic engineering; public lands survey system; irrigation principles and practices; land use planning; state and federal employment and labor laws and compliance requirements; function and procedures of the Wyoming Legislature.
- Must possess good leadership, work management, personnel management, public relations and interpersonal skills.
- Must possess a high level of speaking skills that include verbal, written, listening and public speaking skills.
- Must have skills in budget preparation and fiscal control.
- Must have skills in decision making, policy implementation and evaluation.
- Must have the ability to direct and supervise the work of personnel to accomplish established goals and objectives.
- Must have knowledge of industry needs, trends and concepts.
- Computer applications (word processing, database, spreadsheet, presentation and GIS software).
- Ability to identify issues, obtain relevant information and identify alternative solutions
- Develop collaborative relationships to facilitate the accomplishment of work goals and to build strategic relationships among people, work groups and divisions; deal with others in difficult and complex situations to achieve resolution or adherence to laws and/or rules and regulations; present and convey information clearly and concisely to groups or individuals verbally, electronically and in writing to ensure they understand the information.

MINIMUM QUALIFICATIONS:

None - See "Preferences"

NECESSARY SPECIAL REQUIREMENTS:

NOTES:

- FLSA: Exempt
- This is an at-will position and serves under the direction of the Deputy State Engineer
- Travel may be required.

SUPPLEMENTAL INFORMATION:

037-State Engineer's Office- Surface Water Division

Click [here](#) to view the State of Wyoming Classification and Pay Structure.

URL: <http://agency.governmentjobs.com/wyoming/default.cfm>

The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities.

Class Specifications are subject to change, please refer to the A & I HRD Website to ensure that you have the most recent version.

A complete listing of the State of Wyoming Classification and Pay Structure can be viewed at <http://agency.governmentjobs.com/wyoming/default.cfm>.

Dept. of Admin. & Information-Human Resource Div.
2001 Capitol Ave. Emerson Bldg. Rm 127
Cheyenne, WY 82002
307-777-7188
Fax: (307) 777-6562

Class Code #EXMT01
Job # 10906
EXMT01-10906-SURFACE WATER DIVISION ADMINISTRATOR-CHEYENNE
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The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities. No notice of eligibility will be sent to applicants who meet the minimum qualifications.

EXMT01-10906-Surface Water Division Administrator-Cheyenne Supplemental Questionnaire

- * 1. Do you have a Bachelor's Degree in Civil, Geologic, Hydrologic engineering, geology, hydrology or water resource sciences?
☐ Yes ☐ No

- * 2. If you answered yes, what is your Bachelor's degree in?

- * 3. Do you have 4 or more years of professional work experience in geologic or hydrologic analysis, irrigation management or water rights administration?
☐ Yes ☐ No

- * 4. Do you have a Professional Engineer's (PE) Licence?
☐ Yes ☐ No

- 5. Is your Professional Engineer's License for the state of Wyoming?
☐ Yes ☐ No

- 6. If you do have your Professional Engineer License, please provide your Wyoming License number (or other state license number) below for verification.

- * 7. Do you have two years with supervisory or management responsibility?
☐ Yes
☐ No

- * 8. (AA) VETERANS' PREFERENCE DISCLOSURE: PER WYOMING STATUTE, current employees of the State of Wyoming are not eligible for veterans' preference. If you are not a current employee of the State of Wyoming, to be eligible to receive veterans' preference you MUST have been a resident of the State of Wyoming for a period of one (1) year or more at any time prior to submitting this application. I have read and understand the veterans' preference disclosure.
☐ Yes
☐ No
☐ I am not a veteran

9. (AA) VETERANS' PREFERENCE: If you are a war veteran as defined in section 101, Title 38, United States Code or are the surviving spouse of a war veteran who receives survivor benefits from the federal government based on the veteran's military service, and wish to claim veterans' preference, please attach the appropriate documentation substantiating your claim. Indicate below your appropriate veterans' preference status. By requesting veterans' preference, you are certifying that you meet the statutory requirements as described in the above disclosure.

- ☐ Current State Employee
- ☐ Veteran - DD214 Attached
- ☐ Disabled Veteran (10% or more) - DD214 and Veteran's Disability Determination Attached
- ☐ Surviving Spouse of a Deceased Veteran - DD214 and proof of Survivor Benefit Attached
- ☐ None of the above

* 10. (AA) Please be advised that an incomplete application WILL NOT be considered for employment. An attached resume' is not required and is not an acceptable substitution for a completed application. Some State of Wyoming agencies use E-Verify, an Internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify, including your rights and responsibilities at <https://www.uscis.gov/e-verify>. I have read and understand the above statement.

- ☐ Yes
- ☐ No

* Required Question