

Middle Rio Grande Conservancy District



POSITION TITLE: Water Resources Specialist (Term Position)
FLSA: Exempt
GRADE: 75
SUPERVISOR: Planner
DEPARTMENT: Planning

Position Summary:

Under general direction of the Planner, and in conjunction with the National Fish and Wildlife Foundation (NFWF), this position is responsible for the development, management and coordination of a pilot water leasing program within the middle Rio Grande valley for the primary purpose of assisting land and water rights owners and irrigators to market and protect water rights for: 1) advancing and preserving agriculture within the Middle Rio Grande Conservancy District (MRGCD); 2) assisting the Water Management Division with meeting water conservation and operational efficiency objectives; 3) providing for the leasing of water for environmental purposes with a focus on habitat development and in-river flow maintenance; and 4) assisting with meeting specific commitments under the 2016 Biological Opinion.

Essential Duties and Responsibilities:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- **Special Duties: In support of the National Fish and Wildlife Foundation Grant Agreement regarding the Middle Rio Grande Native Water Leasing and Habitat Restoration Pilot Program Team:**
 - Assists the Program Team in conducting an inventory of potential restoration water leases
 - As necessary, assists the Program Team in developing an approach to inventorying pre-1907 water rights that may be available for lease and integrating that approach with other MRGCD proof of beneficial use activities as appropriate;
 - With the Program Team, supports implementation of the inventory and validation processes;
 - Assists the Program Team in securing any New Mexico Office of the State Engineer (OSE) approvals as needed;
 - Guides and supports outreach efforts to determine interest in both providing water for the leasing program as well as determining interest levels in leasing water for both agricultural and environmental uses.
- Provides assistance to the general public with pre-determination of water rights and the potential of filing a declaration of pre-1907 water rights applications through analyses of technical information available at the MRGCD and OSE, Water Rights Administration Office;
- Provides assistance to MRGCD constituents in determining options for use of water for leasing purposes including setting of purpose and place of use, price, contract terms and other variables to aid in determining leasing feasibility;
- Prepares and conducts presentations intended to educate the general public with respect to the District's water leasing program while also representing the District in public meetings in matters involving water leasing and/or conservation;

- Assists the Program Team in the development and preparation of recommendation memorandum for determining the appropriate path forward in the development of a water leasing program backed by research of water rights files, survey maps, aerial photography, and other historical data regarding water rights available for possible leasing, and coordinates input from the OSE, other partnership agencies, public outreach consultants, and advisory committee members;
- Provides complex administrative support in preparing memoranda of recommendations to the CEO/Chief Engineer and preparing exhibits in support of written recommendations on potential leasing options while conducting field investigations when necessary to obtain information for field reports;
- Performs other duties as assigned.

Minimum Qualifications:

Bachelor's Degree in Agriculture Science, Hydrology, Geology, Environmental Science, Water Resources, Watershed Management, Physics, Natural Science, Life Science, Biology, Chemistry, Geography, Forestry/Forest Science, Conservation Science, Wildlife Science Emergency Management, or Engineering and two (2) years of relevant experience; or any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Additional Preferred Qualifications:

Bilingual in English and Spanish.

Required Licenses or Certifications:

A valid New Mexico Driver's License and the ability to maintain insurability under the District's vehicle insurance program.

Knowledge, Skills and Abilities:

Knowledge of:

- New Mexico State Statutes and State of New Mexico Office of the State Engineer's Rules and Regulations.
- Effective public outreach practices, methods and activities.
- Principles of customer service.
- Effective communication principles and practices including oral and written communication.
- Microsoft Word and Excel.
- English usage, spelling, grammar, and punctuation.

Skill in:

- Identifying effective public outreach components to connect with partners and engage targeted audiences.
- Utilizing personal computer software programs and other relevant software affecting assigned work, including GIS systems and databases.
- Database development, application, and analyses.

Ability to:

- Communicate effectively with private landowners, government agency personnel, partner organizations and members of the public.
- Work cooperatively and respectfully with diverse clientele.
- Communicate with diplomacy and tact.
- Carry out instructions furnished in verbal or written format.
- Work independently with little supervision.
- Prioritize multiple tasks to meet competing deadlines.
- Establish, develop and maintain positive working relationships with District employees and the public.

- Define problems, collect data, establish facts, and draw valid conclusions.
- Correctly interpret New Mexico State Statutes and State of New Mexico Office of the State Engineer's Rules and Regulations.

Physical Demands/Work Environment

- Work is generally performed indoors but requires occasional field trips in an outdoor setting. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, or protective face shields are needed may occur. Subject to sitting, walking, standing, driving bending, and reaching; may occasionally be required to lift or carry items weighing up to 50 pounds; and may occasionally be exposed to extreme weather and hazardous driving conditions.
- Travel both within and outside of the District area is required for completing work assignments and/or conducting field investigations.