



Job Announcement

20230348 Water Resources Analyst

CLOSING DATE: Open Until Filled

APPLY ONLINE AT [LONGMONTCOLORADO.GOV/JOBS](https://longmontcolorado.gov/jobs)

Department: Water & Waste Services

Division: Environmental Services/Water Portfolio

Hiring Range: \$6,817 - \$7,574/month

Monday – Friday, 7:00am – 4:00pm

Occasional evenings and weekends required.

Regular Full-time with Benefits

Benefits include: Medical, Dental, Vision, Flex Spending, Defined Benefit Pension Plan, 401(a) Money Purchase Plan, Life & Survivor, Term Life & AD&D, Long Term Disability, Bereavement, Jury & Witness Duty, FMLA, Military Leave, Sick, Vacation, Holiday pay, EAP, Tuition Assistance.

Other benefits: Optional, employee elected, voluntary benefits are available.

Open Until Filled positions may close without advance notice. To be considered, please apply as soon as possible.

Definition:

Conducts legal and policy analysis work to ensure compliance and appropriate administration of City's water resources.

Principal Duties:

- Review and analyze files and related information of past land development activities to verify satisfaction of Raw Water Policy.

- Respond to public and other City department inquiries and questions regarding Raw Water Policy and its application.
- Prepare application for finding of reasonable diligence and affidavit concerning application for water rights of the City. Work with legal consultants to prepare application and related documentation.
- Review design review committee and public improvement review committee comments prepared by staff on development plans for annexations, subdivisions, replats and public improvements for compliance with Raw Water Policy and potential interference with existing water structures.
- Analyze annual raw water supply for availability to meet current annual demand and determine availability of raw water for lease agreements and exchange opportunities.
- Administer City's interest in Windy Gap and Colorado Big Thompson water.
- Assist Water Resources Manager in the preparation of lease contracts and other water resources documentation, review of Raw Water policy and State of Colorado resume, administration of complex projects, and other policy or budgetary matters.
- Perform staff work for Water Board. Conduct research and prepare and present findings and recommendations. Review Board packet for accuracy and completion.
- Prepare and review resolutions and ordinances for City Council.
- Provide technical assistance for historical leaseback program and farmland Leases.
- Complete required daily water rights accounting forms and submit to State Engineers Office.
- Prepare data for and assist engineering consultants in the performance of water rights studies such as raw water master plan, and change of point of diversion and use cases and other water rights claims.
- Provides technical support and expertise to the work of other division employees.
- Attend City Council, Water Board, and other board and commission meetings and make effective presentations as needed. Serve on the board of directors of various ditch and reservoir companies.

Working Environment:

Work is generally performed in a standard office environment. Periodic after-hours work is required for meeting attendance. Ability to sit for long periods of time. Ability to communicate verbally using telephones and through interpersonal communication.

Qualifications:

Any combination of education and experience equivalent to a Bachelor's Degree from an accredited college or university with major course work in Water Resources, Watershed Sciences, Engineering, or related field and three or more years of professional-level experience related to the administration of water rights.

We're committed to building a team that reflects the diversity of the communities we serve. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications, and encourages all candidates to apply and help us achieve our goal of creating an inclusive and equitable workplace.

Selection

The selection process will include complete job description review, personal interview, computer testing, background investigation, criminal background check, and substance screening.

DEADLINE: Open Until Filled

An ONLINE APPLICATION is required. This job is Open Until Filled. The online application process is available for this position on our website at www.longmontcolorado.gov/jobs. Resumes will be accepted in lieu of the full City Application; however, they must be submitted via the City application site for consideration. **Open Until Filled positions may close without advance notice. To be considered, please apply as soon as possible.** For more information, call (303) 651-8609.

The City of Longmont offers Equal Opportunity for employment to all qualified applicants. It is the policy of the City of Longmont not to discriminate on the basis of race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, veteran status, or disability unless related to a bona fide occupational requirement. If you need special assistance in the selection process, please contact the Human Resources Department in advance to make arrangements.

AN EQUAL OPPORTUNITY EMPLOYER

ALL CITY OF LONGMONT FACILITIES ARE SMOKE FREE