



Nevada Division of
WATER RESOURCES

STATE OF NEVADA
Department of Conservation and Natural Resources
Joe Lombardo, *Governor*
James A. Settelmeyer, *Director*
Adam Sullivan, P.E., *State Engineer*

POSITION ANNOUNCEMENT
Assistant Water Resource Specialist (Temporary Position)
January 8, 2024

The Nevada Department of Conservation and Natural Resources, Division of Water Resources is seeking qualified applicants for an Assistant Water Resource Specialist. This is a **temporary, part-time (30 to 35 hours per week)** position within the Division of Water Resources located in Carson City, Nevada.

Recruitment: This is an open competitive recruitment, open to all qualified persons. Applications will be accepted until recruitment needs are satisfied.

Compensation:
Hourly Rate - \$33/hour

This is a part-time, 30 to 35 hours per week, temporary, hourly paid position. This is a contracted position, and no state benefits apply.

The Position: This position is in the Water Planning and Drought Resiliency section of the Division of Water Resources. The principal duties of this position are to assist the water planning team, which consists of a chief and two water resource specialists, with its efforts to update the Nevada State Water Plan (Plan). Activities include providing support for stakeholder meeting coordination, materials preparation, meeting minutes, and technical support. This position will also enhance Plan update efforts by providing assistance with in-person and virtual outreach activities. Tasks may include assisting with proofreading; responses to written public comment on the Plan; display and formatting of visuals and text; and graphic design needed to package the updated Plan and associated public outreach materials. The Assistant Water Resource Specialist will assist with other duties as assigned by the supervisor.

This position will likely have some travel associated with it (approximately 5%-15% of time) throughout Nevada. A successful candidate will be able to function with minimal supervision. This position supporting the water planning team is a **temporary**, 30 to 35 hours per week position, which will last until funds are expended, approximately one year.

Minimum Qualifications: Prerequisites include graduation from a four-year accredited university or college, **or an equivalent combination of education and experience** to demonstrate the skills and abilities necessary for the position. Applicants must have strong interpersonal skills for coordination with staff from other agencies at the state, federal, and community level. Applicants should be detail oriented. Professional communication skills and computer literacy are required for this position. Graphic design knowledge and experience is highly desired. Candidates are required to possess and maintain as a condition of employment a valid Nevada driver's license.

Training and Experience: Please provide responses to the following questions. Responses will be reviewed and evaluated. It is important to provide a thorough response.

- Describe your level of proficiency and experience using Microsoft Word, Excel, PowerPoint, and any graphic design software.
- Describe your experience interacting with the public.
- Please include your availability/desired work schedule for a typical Monday through Friday work week.

To Apply: Email a resume, professional references, and responses to the questions above to:

Bunny Bishop, CFM
Chief, Water Planning and Drought Resiliency
Email: bbishop@water.nv.gov

It is the applicant's responsibility to submit a complete resume and provide the requested supplemental information pertaining to Training and Experience. **Incomplete resumes and/or supplemental information may be cause for rejection from consideration.**