CLASS SPECIFICATION

WATER RIGHTS MANAGER

DEFINITION

Under direction, plans, organizes, and manages all of Washoe County’s water rights programs associated with both Utility functions and Washoe County Development Code. Administers all water rights regulations and requirements in accordance with Federal, State, and County regulations and laws; establishes and implements water planning policies; supervises support staff; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Bachelor’s degree from an accredited college or university in Hydrology, Hydrogeology, Geological Engineering, Mathematics, Geology, Geography, Civil Engineering, or closely related field and three years of full-time experience conducting research for the purpose of acquisition, dedication, maintenance or transfer of water rights, OR Five years of full-time experience conducting research for the purpose of acquisition, dedication, maintenance or transfer of water rights, OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver’s license.

SUPERVISION EXERCISED

Exercises direct supervision over assigned staff.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Manage and direct staff in administration and maintenance of Washoe County’s water rights, providing training, work assignment and review, employee discipline and performance evaluations.

Develop and implement customer information on requirements associated with new water service; advise customers on complex water related issues.

Evaluate performance and review work methods and procedures, developing and implementing changes in work processes, workflow and/or equipment used to promote efficient operations.

Conduct and direct support staff in the research of water rights sale agreements, legal chains of title, and ownership status for water rights, using County Assessor, County Recorder, State Engineer, and Federal Water Master records and other pertinent documents pertaining to the dedication of water rights.

Project approval consisting of subdivisions’ maps, parcel maps, commercial and industrial projects as it relates to water rights and water services.

Development review consisting of all new proposed projects in the County, comment and impose conditions for project approval.

Represent the department and provide expert opinions on water rights related matters in (County Commission, Water Planning, Planning Commission) board meetings, Citizens Advisory Boards, South Truckee Meadows General Improvement District’s local managing board meetings, developers, and the public.
Manage an accurate computerized water rights database necessary for management of Washoe County’s water rights.

Administration of agreements, such as Wholesale Agreements with other utilities, water contribution, and dedication agreements with developers.

Participate in countywide water planning issues consisting of resource analysis, administrative hearings, protests, and general establishment of planning policy.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
Department/Division policies and procedures.

Countywide personnel policies.

Specific County, State, and Federal ordinances and statutes pertaining to water rights.

Functions and responsibilities of other agencies concerned with water rights.

Computer software specific to the department, including basic knowledge of GIS software.

**Ability to:**
Plan, coordinate, and direct assigned functions and activities to accomplish established goals and objectives and optimize efficiency.

Implement work methods and procedures, which promote a safe working environment, and ensure proper staff training in work safety.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

**Knowledge of:**
Principles and practices of supervision.

Independently research water rights related matters and issue opinions.

County, State, and Federal ordinances and statutes pertaining to water rights.

The principles and procedures involved with the establishment of water rights.

Record keeping and basic office practices.

**Ability to:**
Supervise personnel, including training, assigning and reviewing work, administering discipline, and conducting performance evaluations.

Maintain and modify water rights records systems to ensure optimum operational efficiency.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Draft, complete, and record documents for water rights transfers and agreements.
Read, understand, and participate in the preparation of legal descriptions of water rights, real property, easements, and water rights maps.

Interpret and apply regulations, policies, and procedures.

Communicate effectively, both orally and in writing.

Effectively represent the Department with the public, other government agencies, and County staff.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, and kneel. Ability to use office equipment including computers, copiers, telephone, and FAX machine.

_This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards._

Approved _____ WERCCS Job Evaluation Committee _____ Date _____ February, 2005 ___