

Flathead Reservation Water Management Board - Water Resources Manager/Engineer Position Description

Job Title: Flathead UAMO Water Resources Manager/Engineer (Office of the Engineer)
The Water Resources Manager/Engineer shall be a professional in one or more of the following water resources or management related fields: a. water resources management; b. hydrology; c. hydrogeology; d. environmental science; e. business or public administration; f. biological science; g. civil engineering; h. environmental engineering; or i. law.

Introduction and Authority:

The Water Resources Manager/Engineer operates under the authority of the "Law of Administration" and Unitary Administration and Management Ordinance" (UAMO) which means the body of laws enacted by both the State of Montana and the Confederated Salish and Kootenai Tribes ("CSKT") Tribes to provide for the administration of surface water and groundwater within the Flathead Indian Reservation.

The "Flathead Reservation Water Management Board," or "Board" means the entity established by this Compact and the UAMO to administer the use of all water rights on the Reservation. The Water Resources Manager answers to the Flathead Reservation Water Management Board pursuant to legislated authority.

The "Office of the Engineer" generally means the Water Engineer and Staff acting in their official capacities.

The Water Resources Manager/Engineer fulfills the purpose and intent of the "Water Engineer" or "Engineer" meaning the employee who will satisfy and perform the obligations in Section 1-2-109 of the UAMO. The Water Resources Manager who is employed by the Board pursuant to Article IV.I.5.c of the Compact is to exercise the powers and duties of the Water Engineer as set forth in the Compact and the UAMO.

The Water Resources Manager performs, oversees and supervises the "Office of the Engineer" functions by administering and enforcing water rights and managing day-to-day water right administration and associated operations. The office's mission is to implement water rights administration and oversight under the UAMO and is responsible to promote and coordinate the use of water resources.

General Description of Work:

The Water Resources Manager/Engineer is responsible to the Board to accomplish the work necessary to meet the goals of the water compact by performing, facilitating, delegating, and reviewing the work product of others. The Water Resources Manager/Engineer, is the lead staff person with ultimate authority for the operation of the office and inherent functions.

This work includes the development of key policies and administrative procedures necessary to accomplish the work in a manner that promotes other agency review and public trust. All work

is to be accomplished in a timely manner according to Board directed work plans and timelines, and adopted policies.

Duties of the Water Resources Manager/Engineer:

The Water Resources Manager/Engineer shall be an employee of the Board and shall exercise the duties set forth in the Compact and the UAMO, and as assigned by the Board pursuant to the Compact and the UAMO.

During the development of the Office of the Engineer, work priorities will be balanced between program start up and implementation of the UAMO. This position description will serve as a guide for duty performance as well as priorities supported by Board action. It is anticipated that this position description will be reviewed periodically to ensure understanding and compliance with duties.

These duties include, but are not limited to:

The administration of water rights on the Flathead Reservation in accordance with the UAMO and the conditions of all Appropriation Rights, determinations, orders, regulations, plans, policies, guidelines, and other actions.

The responsibility to manage the Office of the Engineer, including budget development and program planning, staff oversight, implementation of water rights administration including the registration of water rights, issuance of appropriation rights, resolving complaints, hearings administration, and enforcement as described in the Compact and the UAMO.

In addition, the Water Resources Manager/Engineer shall:

Approve and issue water rights and related governmental actions within the Flathead Reservation according to Board approved policies and procedures.

Manage Office of the Engineer personnel and resources needs in an efficient and effective manner.

Conduct the above tasks using knowledge of multiple areas of water resource management, federal, tribal, and state laws, regulations and policies, personnel, and organizational management skills to achieve the desired goals. The Water Resources Manager/Engineer works with DNRC and Tribal personnel to collaboratively develop solutions and inform decisions to complex issues to ensure accurate and consistent implementation of water rights administration as described under the UAMO.

Coordinate with the Project Manager of the Flathead Indian Irrigation Project (FIIP), as far as practicable, on the operations of the FIIP with the administration and enforcement of water rights outside of the FIIP.

Serve as Board representative and technical advisor to various water users and stakeholders to help develop cooperative approaches to complex water use issues.

Be responsible to update the Board at scheduled Board meetings to ensure Board understanding and to provide public updates on overall implementation of the UAMO.

The development and submission to the Board of budget requests for approval by the Board and forwarding to the Tribes and State for the purpose of securing necessary appropriations.

Develop proposed office budget, complete budget projection, review fiscal information to determine if office is operating within budgetary limitations, and take corrective action where necessary to avoid exceeding approved budget.

Develop and supervise a diverse technical team within the Office of the Engineer with the skills necessary to develop budgets and sustain fiscal accountability and transparency. The personnel hired must accomplish work; yet remain responsive to the legal requirements of the UAMO and public needs.

Supervision Exercised:

The Water Resources Manager/Engineer supervises at least four staff including technical, administrative and clerical staff.

The Water Resources Manager/Engineer has full supervisory authority including the authority to recruit, hire, terminate, and evaluate staff. The Water Resources Manager/Engineer will set priorities, establish goals and performance plans for each employee ensuring they (position description and performance evaluation plans) meet the legal requirements anticipated within the Compact.

The Water Resources Manager/Engineer conducts recruitment and selection activities described by approved policies and procedures to screen, interview, select, and train employees assigned to the Office of the Engineer. The Water Resources Manager/Engineer may approve the placement of interns within the office as long as the training and supervision obligation does not interfere with the efficient conduct of the office and personnel.

Working Relationships:

The Water Resources Manager/Engineer will serve as a key official of the Board with the authority to respond to informational and program requests. Situations of an unusual and precedent setting nature will be confirmed as to process with the Board until all policies and procedures are established.

The Water Resources Manager/Engineer will establish effective working relationships with both Tribal and State officials and staff in an effort to ensure the smooth operation and administration of the Compact.

The Water Resource Manager/Engineer will be expected to hear and resolve public complaints consistent with established policies and procedures, and may perform the functions of a hearings

officer as required. The Water Resource Manager/Engineer must be able to meet with a diverse, and often contentious, public and remain professional, focused and effective in the role.

Direction Received:

The Board will provide direction to the Water Resources Manager/Engineer through the job description, adopted policies and procedures and directives that occur during the Board Meetings. The legislative documents such as the Compact and the UAMO provide direction as to tasks and priorities and the manner in which the work is to be completed.

The Water Resources Manager/Engineer may work with State and Tribal staff and be expected to accomplish the work as part of a team in order to meet Compact obligations.

Circumstances of an unusual nature may always be raised to the level of the Board for clarification. The Water Resources Manager/Engineer is expected to accomplish the work of the Office of the Engineer in an effective and efficient manner.

Therefore, the position operates under general Board direction as opposed to close supervision.

Qualifications of the Water Resources Manager/Engineer (Office of the Engineer).

The Water Resources Manager/Engineer shall be a professional in one or more of the following water resources or management related fields: a. water resources management; b. hydrology; c. hydrogeology; d. environmental science; e. business or public administration; f. biological science; g. civil engineering; h. environmental engineering; or i. law.

The Water Resources Manager/Engineer shall have a minimum of a bachelor's degree with 10 years of increasingly responsible experience, including three years of management experience, or a master's degree with seven years of increasingly responsible experience, including three years of management experience, or an appropriate combination of education and experience.

The Water Resources Manager/Engineer shall have the skill to deal with a diverse and sometimes contentious public and must demonstrate verifiable work history that reflects public obligation. This skill may be demonstrated through past work experience in public rule making, public hearing, and regulatory oversight and coordination.

Other Duties as Assigned

This position description is not expected to address all of the work priorities and duties that may arise in the first years of program operation and development. Therefore, the Water Resource Manager/Engineer position demands a certain amount of employee flexibility in skill, time management and shifting priorities.

Special Requirements

As part of the vetting process, the Water Resources Manager/Engineer may be subject to a background check.

At least four (4) work references will be required as part of the application process.

Immunity from Suit. Employees of the Board are immune from suit pursuant to Ordinance § 1-2-111, which states:

Members of the Board, the Engineer, any Designee, any Water Commissioner appointed pursuant to Section 3-1-114 of this Ordinance, and any Staff shall be immune from suit for damages arising from the lawful discharge of an official duty associated with the carrying out of powers and duties set forth in the Compact or this Ordinance relating to the authorization, administration or enforcement of water rights on the Reservation.

Employee Benefits: To be negotiated

Salary Range: \$120,000 - \$150,000

Holidays & Paid-Time-Off: Standard State holidays + entry level earning PTO

Position is open until filled. First screening of applications will occur on June 15, 2022.

Please submit a letter of interest along with your resume or curriculum vitae to:

Flathead Reservation Water Management Board, c/o Chairman Clayton Matt

P.O. Box 37, Ronan, MT 59864 or by email: cmatt4wmb@gmail.com