



## Job Description

<b>Submit resume and cover letter by open until filled to:</b> Northern Water 220 Water Avenue Berthoud, CO 80513 <a href="mailto:careers@northernwater.org">careers@northernwater.org</a> Preferred	<b>Posted: March 5, 2019</b> <b>By: LB</b> <b>Removed:</b> <b>By:</b>
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### Water Scheduling Assistant

**Division/Department:** Administration/Water Scheduling  
**Reports To:** Water Scheduling Department Manager  
**Type of Position:**  Full-time  Part-time  
**Hours:** 40/week  
**Status:**  Exempt  Nonexempt

### General Statement

This position is responsible for acting as the point of contact for C-BT allottees and project participants taking delivery of water via open flow. Secondary point of contact with water administrators in other agencies and backup for Lead Water Scheduler and Assistant Manager.

### Essential Duties and Responsibilities

- Responds to customer requests and inquiries related to delivery of water.
- Performs accurate data entry tasks related to water orders and transfers.
- Assists with Water Accounting reports.
- Prepares operating schedules and delivery summaries.
- Communicates daily water operations information to Northern Water's distributions personnel.
- Communicates daily water operations information to State and Federal agencies.
- Monitors daily operations of rivers and streams within the scope of Northern Water's distribution and collection systems.
- Monitors daily operations of both the water and power features of the C-BT and Windy Gap systems.
- Performs additional data entry and data management for the Water Scheduling Department projects/programs.
- Other duties as assigned.

### Other Duties and Responsibilities

- Conducts field exams related to Allotment Contract administration.

### Experience, Education and Training Requirements

#### *Education*

- Minimum Two-year degree in Accounting, General Business, Natural Resources, Watershed Science or related discipline is preferred.

*Experience*

- Minimum two years of experience in a field directly related to Colorado water rights or water delivery and operations.

**Knowledge, Skills, and Abilities***Knowledge*

- Basic understanding of Colorado water law and water rights administration.
- Familiar with major agricultural water delivery systems in Northeastern Colorado.
- Understands principles of water flow measurement.

*Skills*

- Intermediate Microsoft Excel skills.
- Intermediate knowledge of Microsoft office applications.

*Abilities*

- Work independently.
- Flexible and adaptable.
- Provide customer-focused service.
- Excellent interpersonal communication skills and comfortable with extended telephone communications.
- Manage conflict and resolve disputes in professional manner.
- Work productively as part of a team.
- Work effectively with a wide variety of public groups.

**Physical Requirements**

- Work is generally performed in an office environment and may require some bending and kneeling, some lifting, sitting for extended periods of time, reaching, and repetitive keyboard motion.
- Work equally well in indoor and outdoor environments.
- Mobility sufficient enough to operate a vehicle.
- Drive, sit, operate a vehicle for extended periods.
- Must be able to meet the physical requirements of a post job offer physical examination.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

**Other Requirements**

- Requires weekend work at least once a month during the delivery season (April to October), but could be more frequent.
- Requires some overnight travel.
- Maintains a personal appearance appropriate for job position and image of Northern Water.

**License, Certificate and Credential Requirements**

- Valid driver's license

**This job description in no way states or implies that these are the only duties to be performed by this employee.**

**Northern Water is an equal employment opportunity employer.**