



## Resources Analyst

ent: Water / Water Resources  
up to \$49,000 yr DOQ + benefits  
: open until filled



**JOB SUMMARY:** The Water Resource Analyst is responsible for the collection, development and interpretation of water resource data and water quality data. The position supports the Water Resource Administrators with the management, analysis, and interpretation of the City's water rights decrees and decree accounting. The Analyst will support water resources staff through preparation of water resources reports. Additional job duties include interfacing with City departments and other entities to monitor water use and related savings.

### REQUIRED EDUCATION, EXPERIENCE, & SKILLS:

- Focused, detailed, systematic, and analytical skills required
- B.S. in Water Resources, Engineering or other related degree
- 1+ years experience in water resource accounting desirable;
- Or equivalent combination of education and experience.
- Knowledge of Colorado Water Law (water rights and administration) desired;
- Knowledge and application of spreadsheet programs-ability to develop new applications as needed;
- Familiarity and experience with Geographic Information Systems (GIS) - with an emphasis on water resources database development desirable;
- Experience in developing presentation materials desirable;

### ESSENTIAL FUNCTIONS - Must have ability to:

- ability to interpret water resources decrees and relate the decrees to the accounting software;
- communicate complex concepts in writing;
- communicate using a telephone and in a face-to-face, one-on-one setting;
- enter data or information into a terminal, PC or keyboard device;

- learn job related material through oral instructions and observation;
- comprehend and make inferences from written material;
- use blueprints, schematics, maps, layouts or other visual aids;

### WORKING ENVIRONMENT:

- The majority of time will be spent in an office environment.
- Seasonal field work required to collect water resource data from meters, recorders etc.

### PHYSICAL REQUIREMENTS:

- Vision enough to read maps, layouts, water documents and other visual aids;
- Manual dexterity enough to letter operate a personal computer or field equipment (e.g. farm headgate);
- Hearing and speech enough to communicate to water users, developers, etc.
- Mobility enough to access water resource measurements in rough terrain such as farm/fields/ditch banks.

It is the policy of the City of Greeley to provide equal employment opportunities for all qualified individuals including those with disabilities. The City of Greeley will provide whatever accommodation it deems reasonable to enable such qualified individuals to perform the essential functions of the job. Positions with the City of Greeley may require a criminal background investigation and credit history, otherwise known as an "investigative consumer report". If you are being considered for a position with the City, this may be part of a conditional job offer and must be satisfactorily completed prior to hire. The City of Greeley adheres to federal requirements pertaining to the Family and Medical Leave Act. A summary of the Employee Rights and Responsibilities under the FMLA is available upon request. EOE/ADA  
**TO APPLY:** A completed application form is required for all positions. Applications are available on the employment page of the website at [www.greeleygov.com/hr](http://www.greeleygov.com/hr) or at City Hall (address above). Applications must be received before 5:00 p.m. on the deadline date.