ANNOUNCEMENT OF 
JOB OPENING

The Rio Grande Water Conservation District Board of Directors in cooperation with Special Improvement District #1 Board of Managers announces that it is seeking qualified Applicants for the position of Program Manager.

Hiring Entity: Rio Grande Water Conservation District
Address: 8805 Independence Way
          Alamosa, CO  81101
Telephone: (719)-589-6301
Contact Name: Cleave Simpson
Contact Email: Cleave@RGWCD.org

Position Title: Program Manager
Start Date: September 12, 2022 (negotiable)

Education Required: Requires critical thinking skills, prefer higher level education with emphasis in engineering, accounting and/or business management.

Compensation: Starting at $70,000 to $80,000 depending on qualifications

Skills: Must possess the ability to handle a number of concurrent projects under strict timelines. Must be personable, have excellent communication skills and possess the ability to work with a variety of entities and people. The Program Manager will be expected to obtain an advanced working knowledge of GIS programs (specifically ARC-GIS), mapping, database creation, analysis, and manipulation and spreadsheet use. Knowledge of budgeting and basic agronomy will also be necessary. The Program manager must have the ability to read and comprehend relatively complicated court decrees and related documents. The ideal candidate will have knowledge involving the use, measurement and distribution of surface and underground water as well as general understanding of augmentation plans.

Duties: This position reports to the General Manager under the guidance and direction of the Board of Managers for Subdistrict #1. Some of the duties would include:

- Managing the various programs and legal responsibilities for Subdistrict #1 of the Rio Grande Water Conservation District, in cooperation with the District Engineer and the District General Counsel.
- Coordinating with cooperating entities and Subdistrict members.
- Completing numerous tasks on very strict timelines.
• Developing strategic plans to comply with the Subdistricts goals and objectives.
• Allocation and coordination of water supplies with the subdistrict and stream systems and will require considerable interaction with the state and local Water Resource offices and other water entities within the San Luis Valley.
• Provide supervisory support of the water fee calculations and provide written protocol and guidance to staff regarding analysis of decreed water rights.
• Position will be the face of the Subdistrict and must possess extensive communication skills including public speaking and interaction with the public regarding the various subdistrict plans.

Work Hours: The position is managerial with the expectation that the necessary time will be spent to complete all duties, may include overnight travel and evening meetings in addition to the normal work hours.

Residence: It is expected that the Program Manager will be or become a full time resident of the San Luis Valley.

Application: Interested Parties should submit an application to Mr. Cleave Simpson at the address above. The Application must include 1) a letter explaining the basis for the Applicant’s interest in the position, any outstanding qualification(s) that the Board should be aware of, a short explanation of why the Applicant is a good candidate for the job, and a statement of the Applicant’s willingness to become or remain a full time resident of the San Luis Valley; 2) the Applicant’s resume which must include a description of the Applicant’s education, all previous employment(s) together with previous job title(s), duties and responsibilities, immediate supervisor for each prior employment, and the reason for leaving each prior employment; 3) the names of at least three (3) references with knowledge of the Applicant’s work history who are not related to the Applicant; 4) any special awards or recognitions that reflect on the Applicant’s suitability for the position.

Important Notice: The Rio Grande Water Conservation District maintains a drug free working environment. Although the use of marijuana has been decriminalized in Colorado, it is not permitted to be used for any purpose while on duty for the District.

Appl. Deadline: All Applications must be received by Mr. Simpson no later than 5:00 p.m. on August 5, 2022.

Questions: Call or email Mr. Simpson at the phone or email address above.