

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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******VACANCY ANNOUNCEMENT******

TITLE: Water Rights Program Manager

LOCATION: Division of Engineering & Water Resources (DEWR) Complex - Ronan, MT
Natural Resources Department

SALARY: Negotiable - DOE

CLOSING DATE: Thursday, July 18th, 2024 at 5:30 p.m.

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.** The Water Rights Program Manager is a full-time, technical, professional-level position working in the Tribes' Natural Resources Department within the Division of Engineering and Water Resources. This position works under the direct supervision of the Compact Project Officer.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- The Water Rights Program Manager will be responsible for setting Program objectives and direction, ensuring alignment with both Tribal water rights settlement and Division initiatives;
- Leads technical water rights work for the Program and Program staff, provides quality assurance and review input for all work, and ensures all work products meet high standards for professionalism;
- Maintains responsibility for planning, completion and timely submission of the Registration of existing Tribal uses of water;
- Coordinates staff and provides technical support for Tribal review of surface and ground water permit applications submitted before the Flathead Reservation Water Management Board (FRWMB) and Montana Department of Natural Resources and Conservation (DNRC);
- Develops schedule, budget, and workplan for completion of the Tribal Other Instream Flows and maintains technical oversight of the process;
- Leads the Tribes efforts related to Off-Reservation water rights, including outreach, coordination, technical work, and enforcement;
- Coordinates and supports the Tribal team water rights effort during the Montana Water Court adjudication process;
- Supports, and in certain instances prepares, water rights permit applications for the Tribes' and Tribal Programs;
- Works with the FRWMB and DNRC to maintain the Reservation water rights database;

- Ensures the Division and Tribes are current on federal and Montana water rights policy, law and technical topics, and their implications for Compact Implementation;
- Coordinates with Division staff to ensure resources and staff within other Programs are properly allocated and accessible as needed;
- Mentors staff, helps with idea creation, project formulation, and reporting;
- Engages locally interested parties on matters associated with Compact Implementation as it relates to the Tribal mission;
- As directed, serves on State and regional water resources groups;
- Completes administrative work including annual or recurring workplan development, contract preparation, budget development and projections, administrative reporting, and procurement;
- Provide administrative and policy oversight and direction for Program staff;
- Interacts with the Tribal Council on matters relating to Compact Implementation planning and strategy development; and
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- Masters of Science **or** Bachelors of Science degree with a minimum of two (2) years of relevant professional-level experience; Education must be in the field of hydrology, geology, engineering, water rights, or a closely related science field with a strength in the hydrologic sciences; Education and experience must demonstrate progressive job experience, a body of technical work completion, quantitative aptitude, and supervisory and management experience;
- Experience must demonstrate a working knowledge of water rights administration and policy;
- Ability to collect data, establish facts, draw conclusions, and define problems and recommend solutions, both orally and in written form.
- Experience with ArcGIS software and application is highly preferred.
- Must have a valid driver’s license.
- Required to successfully complete a certified defensive driving course approved by the Department.
- Must wear Tribal Government identification and safety apparel when conducting field activities.

➤ **FAILURE TO SUBMIT ALL OF THE INFORMATION BELOW WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS.**

SUBMIT:

1. Completed Tribal employment application (Resumes may be submitted but may not replace or supplement the official Tribal employment application).
2. Copy of relevant academic transcripts and/or certificates.
3. Copy of valid driver’s license.
4. Proof of enrollment in a Federally recognized Tribe if other than CSKT.
5. If claiming veteran’s preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, at 406-675-2700 Ext. 1040.

FOR MORE INFORMATION: Contact – Seth Makepeace, Compact Program Officer at 406-675-2700 Ext. 6255, or Email: seth.makepeace@cskt.org