



**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
JOB OPPORTUNITY ANNOUNCEMENT
Affirmative Action/Equal Opportunity Employer/Drug-Free Workplace**

JOA #: 14-19 **Position #:** 433006 **Posting Date:** 9/25/14 **Application Deadline:** Until filled
Position Title: OPS Technical Assistant – P/T **Starting Salary:** \$9.00/hr
Job Location: Headquarters - Midway, FL *Located 10 miles west of Tallahassee on Hwy. 90*

Minimum Qualifications:

Bachelor's degree in Planning, Public Administration, Geography, Hydrology, Environmental Science, Oceanography, Limnology, Environmental Engineering, natural sciences, or other related programs, or currently enrolled in a college or university with a major in one of the aforementioned or related subjects. Ability to interact in a professional manner with District employees and those of other governmental entities and the public. Good communication skills (verbal and writing).

Special Abilities:

Coursework and/or demonstrated capability and understanding of Geography, GIS, Water Resources, Ecology, Hydrology, Environmental Science, Oceanography, Limnology, Environmental Engineering, and/or other natural sciences. Experience with GIS software preferred, as well as Excel and other common office software. Understanding of information sources needed for water resource planning. Capability to synthesize and carry out logical planning efforts.

Description of Position:

This is a part-time technical position with the purpose of assisting professional planners, geographers, geologists, and environmental scientists in the implementation of programs and projects related to watershed planning, water supply planning and development, floodplain management, wetland mitigation, environmental restoration, water quality protection, intergovernmental coordination and grant administration.

- Assists with all aspects of developing and implementing plans and projects within the District's water supply planning, Surface Water Improvement and Management (SWIM), wetland mitigation, floodplain management, and related programs; often in concert with personnel of other District divisions and government entities.
- Develops documents, data tables, charts, and graphics.
- Applies geographic information systems (GIS) software.
- Performs writing, quantitative analysis, geographic analysis, and organizational activities.
- Provides the public superior customer service.
- Other duties as assigned.

How to apply: Submit a Northwest Florida Water Management District Application and resume to:
human.resources@nfwwater.com ; or fax to 850.539.2777; or mail to 81 Water Management Drive, Havana, FL 32333

NOTICE TO APPLICANT: We hire only U.S. citizens and lawfully authorized alien workers. If you need an accommodation in order to participate in the application/selection process, please notify the Office of Human Resources at (850) 539-5999 in advance.

A separate application must be submitted for each Job Opportunity Announcement indicating the position number and title for which you are applying. Applications must be received in the Office of Human Resources by 5:00 p.m. of the deadline date in order to be eligible for consideration. Preference will be given to certain veterans and others related in accordance with Chapter 295, Florida Statutes, Veterans Preference Law. Applicant must provide the required proof of preference at the time of submitting an application for a vacant position. Males between the ages of 18 and 26 are required to provide proof of Selective Service Registration prior to employment or promotion.