



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

**JOA #:** 21-04      **Position #:** 433006      **Posting Date:** 12/8/2020      **Application Deadline:** Until filled  
**Position Title:** OPS Part-time Technical Assistant      **Starting Salary:** \$11.00/Hour  
**Job Location:** Headquarters - Midway, FL *Located 10 miles west of Tallahassee on Hwy. 90*

**Minimum Qualifications:**

Bachelor's degree in Environmental Science, Oceanography, Civil Engineering, Planning, Geography, or other related program, 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). Must possess a valid driver's license.

**Special Abilities:**

Coursework and/or demonstrated capability and understanding of Water Resources, Ecology, Hydrology, Environmental Science, Oceanography, and/or other natural sciences. Proficient with Microsoft Word, Excel, and Power Point. Understanding of and experience with computer data entry. Experience with ArcGIS software preferred.

**Description of Position:**

This is a part-time technical position that involves the review of hydrologic, water quality, and rainfall data; database entry and data management; filling data requests; and preparation of maps, graphs and spreadsheets. The position is anticipated to be a combination of office work at District Headquarters in Midway, FL, with some remote teleworking.

- Review, editing, and database entry of hydrologic, water quality, and water use data
- Evaluates water quality, rainfall, water level data
- Participates in evaluations of springs, surface waters, and aquifer systems in Northwest Florida
- Prepares data tables, charts, and graphics
- Delivers water quality samples to lab
- Fulfills data requests
- Applies geographic information systems (GIS) software to produce maps
- Provides superior service to the public, other governmental agencies, and District staff
- Performs other duties as assigned

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**How to apply:** Submit a Northwest Florida Water Management District Application and resume to: [human.resources@nfwwater.com](mailto: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.