



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

**JOA #:** 22-08    **Position #:** 432021 & 431044    **Updated Posting Date:** 08/11/2022    **Application Deadline:** Until filled  
**Position Title:** Water Resource Planner I or II (DOQ)    **Starting Salary:** Up to \$47,424.00 DOQ  
**Job Location:** Headquarters - Midway, FL *Located 10 miles west of Tallahassee on Hwy. 90*

**Minimum Qualifications:**

This position may be filled at Level I or Level II, depending on qualifications.

**Level I:** A bachelor's degree in planning, public administration, geography, natural or environmental science, or a related field.

**Level II:** A bachelor's degree in planning, public administration, geography, natural or environmental science, or a related field and three years relevant experience in these fields. A master's degree or PhD from an accredited college or university in one of the above fields can substitute for experience.

Knowledge of the principles and practices of water supply planning and watershed management and the ability to perform technical research, technical review, and report development. Experience in the use and application of word processing, spreadsheet, and other common office software. Good communication skills (verbal and writing).

**Special Abilities:**

Understanding of information and data sources needed for water resource and supply planning and ability to apply professional analytical methods. Capability to synthesize and carry out logical project plans. Familiarity with northwest Florida water resources, watershed restoration, water supply, and associated issues. Familiarity with pertinent state and federal laws and state, local, and federal resource management programs. Familiarity with such watershed protection approaches as nonpoint source pollution prevention, stormwater retrofits, shoreline buffer zones, wetland protection and mitigation, habitat restoration, public awareness, and acquisition of conservation lands. Capability in quantitative and qualitative analysis. Capability in the use of geographic information system (GIS) software, and familiarity with Florida's growth management laws desired.

**Description of Position:**

This is a full-time professional position involving planning and related duties associated with water resources management with the purposes of (1) preserving, protecting and restoring of the environmental quality and functions of the District's water resources and (2) meeting the District's long-term water supply needs while also sustaining water resources and natural systems.

- Development and implementation of Strategic Water Management Plans (SWMP), Water Supply Assessments, Surface Water Improvement and Management (SWIM) plans, regional water supply plans, watershed management plans and special projects, including those relating to water quality protection, water resource and supply development, and wetland and aquatic habitat resource protection and mitigation; often in concert with personnel of other District divisions and government entities.
- Analyzes land use, water use, water quality, hydrologic, socioeconomic, and other spatial and scientific data.
- Prepares project and program reports, budgets, proposals, and scopes of work.
- Analyzes water supply practices, floodplain management, stormwater and nonpoint source management practices, local government comprehensive plan amendments, and other proposals received through intergovernmental review and state clearinghouse processes.
- Researches and develops strategies for water supply development and water conservation.
- Participates in intergovernmental planning and coordination, including liaison activities with local governments, other water management districts, state and federal agencies, regional planning councils, and local non-government organizations.
- Assists local governments and utilities in development and implementation of plans and projects related to management, protection, and restoration of water resources.
- Manages grants, including preparation and review of applications; development and execution of agreements, contracts, and bids; preparation of quarterly, annual, and final reports; oversight of contractors and grantees; and coordination with partner agencies and local governments.
- Makes presentations to the public, government agencies, and the District's Governing Board.
- Promotes teamwork across divisions, bureaus and, and programs and provides the public superior customer service.
- 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@nwfwater.com](mailto:human.resources@nwfwater.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.