



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

JOA #: 26-20 **Position #:** 521064 **Posting Date:** 6/19/2026 **Application Deadline:** 7/3/2026
Position Title: Regulatory Support Specialist I **Starting Salary:** Up to \$41,362.05
Job Location: DeFuniak Springs Field Office, US Hwy 331, South, DeFuniak Springs, FL 32435

Minimum Qualifications:

Graduation from high school and four years of clerical/administrative experience. A Bachelor's degree may serve in lieu of the experience.

Special Abilities:

Considerable knowledge of business English, spelling and punctuation. Knowledge of division rules, regulations, policies and procedures. Knowledge of rulemaking requirements pursuant to Chapter 120, Florida Statutes. Ability to prepare technical documents and correspondence. Ability to work with the public. Ability to make decisions to relieve the schedule of the Bureau Chief and other professionals in the Bureau. Familiarity with specialized technical vocabulary and District policies pertinent to the division as required. Advanced word processing capabilities.

Description of Position:

This position involves administrative work for the Bureau of Surface Water. Coordination of Bureau activities including work that is independent, complex and specialized. Support Division activities as necessary. Position is responsible for permit application processing and compliance monitoring.

Coordinates receipt of permit applications, and monitors technical review time frame of applications; including log-in of applications and permit number assignment; issues receipts for application fees; determines and notifies appropriate governmental agencies of receipt of application and forwards copies to all applicable parties; prepares and posts notices; prepares newspaper notices; prepares permit documents and forwards executed permit documents to permittees. Processes permit transfers, notices of commencement, As-Built submittals, transfers to operation and maintenance, and exemption self-certifications; undertakes independent follow-up to determine compliance with permit conditions; identifies priority items requiring immediate attention; relays messages and instructions to subordinates; maintains environmental resource permit files. Maintain files of receipts for audit purposes. Handles as many administrative problems of applicants as possible over the phone, via e-mail or in person. Greets visitors, answer telephones, opens and routes incoming mail, prepares purchase orders; fills out administrative forms; edits and corrects correspondence and reports; checks outgoing correspondence for proper attachments; prepares letters, processes scientific and technical reports, contracts and tabulates information; provides direct administrative support to staff in Bureau of Surface Water. Other duties or responsibilities as assigned.

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