

Opening Date: November 2, 2007  
Closing Date: Until Filled  
Work Location: Austin, TX

Posting Number: 08-30  
Monthly Salary: \$3,200.00  
Group/Class#: 1570/ B9

**TEXAS WATER DEVELOPMENT BOARD  
JOB VACANCY NOTICE**

**POSITION TITLE: Agricultural Water Conservation Specialist (Program Specialist I)**

**JOB DESCRIPTION:** Perform routine technical work in the planning, development, and implementation of agency agricultural water conservation programs. These programs include: Irrigation Water Use Data, Irrigation Metering Program, Agricultural Water Conservation Grants, and the Agricultural Water Conservation Demonstration Initiatives. Work involves providing consultative and technical services to agency program staff, other governmental agencies, educational institutions, and to the general public.

**ESSENTIAL JOB FUNCTIONS:**

- Develop and implement programs and specific activities following applicable statutes, agency rules, and agency budget.
- Work with multi-disciplinary staff from TWDB and other government agencies and institutions on conservation projects.
- Coordinate with various agricultural related entities and landowners to plan, develop, and implement TWDB programs.
- Plan, collect and retrieve, manipulate and analyze data and also utilize queries and store databases.
- Develop and distribute correspondence, maps, reports, studies, forms, and technical documents.
- Prepare studies and technical reports for the assigned Agricultural Water Conservation Programs.

**MINIMUM QUALIFICATIONS:** College or University degree with major course work in agriculture, natural/water resources, PLUS one or more years of experience working in irrigated agriculture, water conservation, or natural resources technical programs.

Preferred: One year experience working for extension education or contract management for irrigated production agriculture, agricultural water conservation, or water resources. Experience with geographic information systems or web publishing is helpful.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of agricultural irrigation, agronomy, plant physiology, and soil science.
- Knowledge of irrigation or water resources research and the current statistical methods.
- Skills to provide clear, concise communication, both verbal and written, with agencies and institutions and with other TWDB staff.
- Ability to use Microsoft Word, Excel, PowerPoint, Access, and similar computer programs.
- Ability to assemble, correlate and analyze facts; to devise solutions to problems; to prepare concise reports; and to develop and evaluate procedures.
- Ability to implement administrative procedures; to interpret rules, regulations, and policies.
- Ability to work in a team environment.
- Ability to multitask and prioritize in a fast paced work environment.

**REMARKS:**

- Copy of required official academic transcripts and/or licensures must be submitted at time of interview, if selected for interview. Failure to provide required documentation will result in no further consideration for employment.
- Acceptable driving record must be presented at the time of interview.

**Female and minority applicants are encouraged to apply.**

*Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement.*

*All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded.*

*Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed application unless indicated.*

APPLY VIA: Mail/Hand Delivery: Texas Water Development Board, 1700 N. Congress, SFA Bldg., Room 429, Austin, TX 78701;  
Facsimile: (512) 463-7644 (A hard copy, with an original signature, must be sent in addition to the faxed application.)

REFER TO: Human Resources  
DIVISION: Conservation

TELEPHONE: 512/475-2142  
TRAVEL: 15 % of time

NO. of OPENINGS: 1

Equal Opportunity Employer

*The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age or disability in employment or provision of services, programs or activities. 1-800-RELAY TX (for Hearing-Impaired).*

[www.twdb.state.tx.us](http://www.twdb.state.tx.us)