

Southwestern Water Conservation District  
Durango, Colorado

Job Announcement/Description

**Programs Coordinator**

The [Southwestern Water Conservation District](#) (“District”), based in Durango, Colorado, is seeking candidates for the Programs Coordinator position. The District was created by Colorado statute in 1941 to lead in the protection, conservation, use and development of the water of the San Juan and Dolores River basins for the welfare of the District, and to safeguard for Colorado all waters of the basin to which the state is entitled. The District encompasses all of La Plata, Montezuma, Archuleta, San Juan, San Miguel and Dolores counties and parts of Montrose, Hinsdale and Mineral counties. The District has a nine-member Board of Directors with an appointee from each Board of County Commissioners.

The Programs Coordinator provides support to the General Manager in overseeing the day-to-day District finances and operations, coordinates core Southwestern Water Conservation District (“SWCD” or “District”) programs and is the primary coordinator for the District’s outreach and education activities. The position also assists the General Manager with special projects as they arise. The General Manager provides day-to-day supervision of the position, with additional guidance and oversight provided by the SWCD Board of Directors (“Board”). The position is a full-time, non-exempt position that is based out of the District’s office in Durango. Please see the Job Description below for additional information about the position.

The ideal candidate will be self-motivated, have strong verbal and written communication skills, and good public relations abilities.

The Minimum Requirements for the position are:

- Four-year College Degree
- Five (5) years clerical, administrative or accounting work experience
- Strong Interpersonal skills
- Excellent writing and verbal communication skills
- Proficient with Office Suite (Word, Excel, PowerPoint)
- Experience with budget and accounting programs (i.e., QuickBooks)
- Organizational and time management skills
- A valid Colorado driver’s license (or ability to obtain within 3 months of hiring) as well as valid motor vehicle insurance which meets Colorado’s minimum requirements

Highly Desirable Traits and Skills include:

- Knowledge of geographic area and river basins in southwest Colorado
- Background in water issues, water rights, or water accounting
- Book-keeping, accounting, contract management and/or budgeting experience
- Experience in management of natural resource programs
- Background with taxing districts
- Experience with financial grant evaluation
- Excellent organizational skills and ability to multi-task
- Detail oriented

- Ability to work well independently as well as with a team

This is a full-time position with benefits including Paid Time Off (PTO) and holidays, retirement plan, and health and life insurance. Anticipated pay range is \$50,000 to \$60,000 annually. Although a pay range is listed, annual pay for this position will be set commensurate with the successful candidate's qualifications and in compliance with the State and Federal equal pay laws. **The Southwestern Water Conservation District is an "at will employer".**

To apply, please submit: (1) a cover letter explaining the basis for your interest in the position and a short explanation of why you are a good candidate for the job; (2) resume; (3) fully completed Application for Employment form; and (4) a fully completed Disclosure Regarding Background Investigation form. Forms for #3 and #4 above are available at <https://swwcd.org>. All materials listed above must be received in order to be considered for this position and should be submitted electronically (PDF preferred) to the General Manager at: [stevev@swwcd.org](mailto:stevev@swwcd.org). **Application period will remain open until the position is filled. Those interested in the position are encouraged to apply early.**

**SOUTHWESTERN WATER CONSERVATION DISTRICT  
PROGRAMS COORDINATOR JOB DESCRIPTION**

**Job Title:** Programs Coordinator  
**Reports to:** General Manager  
**Type of Position:** Full-time  
**Hours:** 40+ / week  
**Status:** Non-Exempt  
**Effective Date:**

**Summary of Job Description:**

The Programs Coordinator provides support to the General Manager in overseeing the day-to-day District finances and operations, coordinates core Southwestern Water Conservation District (“SWCD” or “District”) programs and is the primary coordinator for the District’s outreach and education activities. The position also assists the General Manager with special projects as they arise. The General Manager provides day-to-day supervision of the position, with additional guidance and oversight provided by the SWCD Board of Directors (“Board”). The position is a full-time, non-exempt position and located in Durango.

**Specific Job Duties and Responsibilities include, but are not limited to:**

**Financial (approximately 25%)<sup>1</sup>**

- Process accounts payable including, but not limited to; payroll, employee benefits and taxes, and accounts receivable including tax disbursements from nine counties.
- Reconcile other SWCD accounts and prepare regular financial reports for the Board.
- Provide assistance with the annual audit of SWCD.
- Work with SWCD’s General Manager to draft and monitor annual budget for SWCD, including coordination with nine counties for mill levy certifications and fulfillment of statutory budget requirements; and draft and monitor annual budget for the Water Information Program.

**Operations (approximately 25%)**

- Act as Board Administrator, which involves:
  - Coordination of Board meetings, which includes tracking items for upcoming agendas, fulfilling legal notice requirements, setting up recording system to tape Board meetings, collecting and disseminating Board documents, drafting minutes, drafting and reviewing Board memos, and arranging venues and food.
  - Respond to Board members’ requests and inquiries; communicate water-related news and events with the Board; and monitor Board terms.
- Organize and coordinate District events as needed (e.g. receptions, travel arrangements).

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<sup>1</sup> The percentages set forth in this job description are only estimates intended to denote the approximate amount of time the Programs Coordinator will spend each calendar year performing tasks that fall within the designated category.

- In coordination with General Manager, help develop, implement and update District's Strategic Planning document.
- Maintain and improve organization of District files, including taking lead role in developing a digital and searchable file system and transferring old files to system.
- As requested by General Manager, General Counsel or Special Counsel, conduct research to provide documentation and support to specific projects. May include providing written report of research findings.
- Seek to decrease office costs; manage relationships and contracts with vendors, services, and insurance providers; replenish office supplies; and update office operations manual.
- Process and distribute incoming mail, process outgoing mail, and make travel arrangements for staff and Board members as needed.
- Under the supervision of the General Manager or SWCD Board Treasurer, assist with human resources duties, which include but may not be limited to onboarding new board members and staff; processing payroll and leave accounting; and managing insurance, retirement and other benefits;

### **District Outreach & Representation (approximately 25%)**

- Assist the General Manager with:
  - developing content for materials or presentations; and
  - drafting resolutions, letters of support, newsletter articles, and other correspondence.
- Plan and coordinate program content for day-long annual water seminar. Provide support to Water Information Program contractor in setting up logistics.
- Plan and coordinate all necessary logistics for annual Board basin tour and remote meeting. Work with the General Manager on agenda/itinerary.
- Subject to the review of the General Manager, draft District newsletter that may contain original articles, links to other regional and statewide water-related articles, and a calendar of upcoming events.
- Assist General Manager with communication to the public, including website updates, public inquiries, phone calls, emails, and, in consultation with the District's legal counsel, Colorado Open Records Act requests.
- Work in coordination with the District's state lobbyist and provide necessary support to the Board and General Manager relative to legislative activities of interest.
- Consult and coordinate with the District's General Counsel (or Special Counsel, as appropriate) prior to publicly discussing or taking any positions on any legal issues or topics of negotiation, and/or responding to related informational requests.
- Work towards developing the skill set and experience necessary to speak on behalf of SWCD at events, conferences and meetings.
- Support the General Manager as requested in monitoring the Colorado Water Congress Stewardship Project.
- Serve as an alternate for the General Manager on Colorado Water Congress State and Federal Affairs Committee meetings.
- Represent SWCD in local and regional events and processes as assigned, and other efforts as assigned.

## **Program Coordination (approximately 25%)**

### Financial Assistance Program

- Work with grant applicants to clarify guidelines and application requirements; prepare evaluation of grant applications and make recommendations to the Board using the SWCD Grant Program Guidelines; fulfill grant fund disbursements, ensure SWCD's reporting requirements are met, and generate annual program report to the Board.
- Annually review and recommend updates to the Board of the Grant Program Guidelines.

### Southwest Roundtable

- Participate in the Southwest Basin Roundtable and its committees when the General Manager is unavailable or as assigned.

### Animas Water Rights Program

- Develop draft Notice of Intent (NOI) workflow process.
- After initial review by the General Manager, guide Notice of Intent applications through SWCD's process, including draft quitclaim deeds and other correspondence related to making absolute increments of the conditional water rights decreed in Case Nos. 06CW127 and 05CW88 (Water Division 7); verify depletion calculations completed by General Manager and update the annual depletions log entered in Case No. 06CW127, and ensure NOI process is adhered to.

### Weather Modification Program

- Support the General Manager and Dolores Water Conservancy District in budget and contract development.
- Identify and secure annual funding partners as well as process contributions from funding partners, for all three weather modifications programs the District is a partner on.

### Water Information Program (WIP)

- Provide requested feedback or support for WIP content, programs and events as assigned by SWCD's General Manager.

### Streamgaging Program

- Identify and secure annual funding partners, process contributions from funding partners for all streamgaging partnerships the District is a party to as well as manage joint funding agreement with the United States Geological Survey.

## **Miscellaneous**

- Travel to meetings and events as directed by the Board or General Manager.
- Abide by and ensure compliance with all District personnel policies; Federal, State and Local employment laws; and all applicable Wage and Hour laws.
- Any other job duties as assigned by the General Manager, SWCD Board or its personnel committee.

*This job description describes the general nature and level of work required of the Programs Coordinator. It is not intended to be an exclusive or exhaustive list of duties and responsibilities required for this position. This job description may be changed or amended at any time by the SWCD Board, without prior notice, to meet the needs of the Southwestern Water Conservation District.*