

Town of Castle Valley

Title: Water Rights Agent

Fair Labor Standards Act Status: Non-Exempt

Part-Time Position: The workload will vary depending on citizen needs. In general, hours per week will range from 0 to no more than 15 hours. Over the course of a normal year, an expected 150 to 200 hours of work. **Pay:** Hourly position. Pay will start at \$16 per hour.

Supervision: The Water Rights Agent reports to the Mayor

Job Summary

The Water Rights Agent is responsible for administrating the Town's Water Rights in accordance with the policies and procedures established by the Town Council. This involves interacting with property owners on getting start cards, signing Water Agreements, and keeping both electronic and paper files regarding the use of the Town's Water Rights in order. The Water Rights Agent's responsibilities are administrative in nature, not policy making.

Duties and Responsibilities

1. Become thoroughly familiar with the Town's Water Right policies and procedures
2. Become proficient in managing the Town's Access database designed for tracking use of the Town's Water Rights
3. Respond to citizen requests for well Start Cards by
 - a. Gaining compliance with the requirements of the Town's Water Permit Agreement, allocating the initial amount of water right from a specific Town water right and getting the Agreement signed by the lot owner(s) of record as well as signing the Water Permit Agreement for the Town
 - b. Liaising with the Utah Division of Water Rights and assuring the issuance of the Start Card
 - c. Signing the Start Card on behalf of the Town
4. Record all new Water Permit Agreements with the County Recorder
5. Keep accurate records of all allocations of Town Water Rights both in the Access database created for that purpose and in the paper files kept by the Town
6. Manage the annual Affirmation of Water Use Forms and assure accurate Town records from these results. Make an annual report of water in use to the Town Council, following the annual Affirmation of Water Use
7. Issue Amendments to existing Town Water Permit Agreements for up

to a total of 8 acre feet on a lot, sign these Amendments and make sure that this information is properly recorded in Town records

7. Refer to the Town Council any proposed Amendments to existing Water Permit Agreements that take a lot's total allocation to 8 acre feet or over. If approved, these Amendments must be signed by the Mayor.

8. Answer queries of citizens, the Town Council or the Mayor about Town Water Rights

Minimum Qualification

1. High School diploma or GED.
2. Valid Utah Driver's License.
3. At least two years of experience in an administrative position involving record-keeping or other related duties

Disclaimer: The above information is intended to describe the general nature of this position, and is not considered a complete statement of duties, responsibilities, requirements or knowledge, skills and abilities. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.