

**POSITION TITLE:** Water Right & Land Use Project Assistant  
**OPENING DATE/TIME:** 01/20/2025  
**DEPARTMENT:** Water Rights / Land Use  
**FLSA STATUS:** Exempt, Full-Time position  
**LOCATION:** Redmond, Oregon  
**EMPLOYEE GROUP:** Administrative Staff

**PURPOSE OF POSITION:**

The **Water Right & Land Use Project Assistant** coordinates and manages multiple components of projects to support the successful operations of the Water Right and Land Use Departments. This position provides technical and administrative support through project coordination, data management, plan review, field inspections, and mapping activities related to water right and land use transactions. The role utilizes the District's Geographic Information System (GIS) to maintain accurate records and support analysis.

Key responsibilities include monitoring and completing daily work assignments, maintaining clear and effective communication with staff, patrons, and external partners, and ensuring District infrastructure records are accurate and up to date. The technician prepares reports and status updates and assists in ensuring projects comply with applicable requirements, timelines, and deadlines.

This position requires a flexible, collaborative professional with strong organizational skills, attention to detail, and a positive, service-oriented attitude.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Provide support for the Water Right Department
  - Assist Water Right Department with Instream Lease, Temporary Transfer and Beneficial use Programs and other projects, as assigned
  - Assist in maintaining and updating the District's GIS database, including spatial and attribute data for infrastructure, easements, and land use features.
  - Collect GPS field data to improve accuracy and completeness of infrastructure records.
  - Assist in producing water right maps for District use including forfeiture, transfers, temporary transfers, quitclaims, instreams, inclusions, and partitions.
  - Monitor the daily progress of projects for the programs
  - Liaison with internal project team to identify and define project requirements, scope and objective
  - Communicate project status to all participants, as directed
  - Provide detailed updates to project managers and partners
  - Ensure team members have the supplies and resources they need to complete their assigned tasks on time and within their budget limits.
  
- Land Use & Development Review
  - Review and respond to all development applications and land use plans for compliance with District policies and potential impacts.
  - Monitor and evaluate land use impacts on District facilities and lands.
  - Identify and resolve easement issues through site investigation and document review.
  - Coordinate with external agencies (e.g. City of Bend, Redmond, Deschutes & Crook Counties) on development projects.
  - Prepare and review documentation:
    - Plan reviews (crossings, piping, joint road use, indemnification).
    - Interagency agreements and contracts.
    - Construction-related documents (contracts, amendments, claims, close-out).

- Track and document plan reviews, infrastructure crossings, and construction notifications.
- Perform field visits for GPS data collection, site documentation, and verification of infrastructure and easements.
- Assist with inspections related to development impacts on District facilities under the direction of supervisor.
- Assist with Land use-related content on COID website and realtor/educational presentations.
- Assist with the rewrite and ongoing updates of the COID Developer Handbook, including policy and procedure development.
- General Duties as assigned:
  - Provide general support to GIS Analyst & Water Rights Director, and other staff as needed.
  - Contribute to internal and external communications related to land use, mapping, and project documentation.
  - Support multiple managers with administrative tasks for specific project(s).
  - Complete required tasks in a timely manner and by set deadlines.
  - Foster cross-team collaboration to help project team members complete tasks and produce deliverables
  - Organize reports, invoices, contracts, and other files for easy access
  - Plan meetings and organize logistics
  - Complete other assigned projects as required.

## **JOB QUALIFICATION REQUIREMENTS:**

### **Minimum Qualifications:**

- Associate's degree and/or combination of college courses and project management related experience.
- Familiarity with GPS data collection tools and spatial data accuracy standards.
- Strong project management, organizational and analytical skills with attention to detail.
- Ability to interpret maps, site plans, and land records.
- Excellent communication skills (written and oral).

### **Preferred Qualifications:**

- Experience working with utility infrastructure, irrigation systems, or public works data.
- Knowledge of local land use planning, zoning, or permitting processes.
- Familiarity with document management systems and historical records research.
- Exposure to construction or engineering environments.
- Experience with customer relations.

Must demonstrate the following competencies:

- Ability to interpret engineered plans and technical drawings accurately.
- An understanding of programmable logic controllers, computer networking principles, and basic computational processes.
- A strong proficiency in the use of Microsoft applications including Excel, Word and Access.
- Ability to use computer generated mapping systems such as Arc Map, and other proprietary systems used by the District.
- Ability to access information on the internet as needed for District purposes.
- Ability to interpret maps and aerial photography.
- Ability to perform basic mathematical functions for accurate calculations.
- Ability to write technical reports and general correspondence.
- Ability to operate motor vehicles, machines and tools safely and in conformance with applicable laws, regulations and work rules.
- Ability to work effectively with others (supervisors, coworkers, and patrons) and to coordinate with external agencies.
- Ability to work independently.
- Ability to understand oral and written instructions.

- Ability to work under stressful situations with tight deadlines.
- Possess good interpersonal and customer service communication skills.
- Possess good time management and organizational skills.

**Special Requirements/Licenses:**

Possession of a valid Oregon driver's license. Must have a safe driving record.

**SUPERVISION RECEIVED:**

The employee works under the supervision of the Water Rights Deputy Director

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is required to stand, walk, and use hands to finger, handle, feel or operate objects, instruments, tools or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds and rarely lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**TOOLS AND EQUIPMENT USED:**

Telemetry related instruments, computer, telephone system, mobile radio, water measuring devices, copy and fax machine, District vehicles and other tools and equipment required to perform the assigned duties.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may at times work within the following conditions:

- Outside weather exposure
- Close proximity to moving water in irrigation canals
- Small work areas (telemetry stations and pipe)
- Slippery and / or uneven terrain
- Exposure to domestic animals
- Exposure to risk of electric shock
- Hazardous road conditions
- Walking on uneven terrain

Occasionally the employee may be exposed to fumes, airborne particles, toxic or caustic chemicals and vibration.

The noise level in the field environment is usually moderate, except during certain duties when noise levels may be loud.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

**HOW TO APPLY:**

- Email current resume to [hr@coid.org](mailto:hr@coid.org)
- Include Job Position in Subject line
- Include a cover letter of not more than two (2) pages addressing your background and experience as it relates to the requested skills of this position.
- All application materials must be received by the closing date and time posted on this announcement.

**CONTACT INFORMATION:**

For additional information about this opening, you may contact the Human Resources Department at [hr@coid.org](mailto:hr@coid.org). **Please, no phone calls.**



## Salary & Benefits Summary

**Position Title:** Water Rights & Land Use Project Assistant  
**Supervisor:** Jessi Talbott, Water Rights Director  
**Salary Range:** \$60,000 - \$75,000  
**Benefits Stipend:** \$24,000 – \$30,600 per year benefits package dependent on selections  
**Cell Phone:** \$800 per year cell phone reimbursement paid monthly  
**FLSA Status:** Non-exempt

**Work Schedule:** 40 Hours per week, 7:00 a.m. – 4:00 p.m. Monday – Friday.

**Benefits Package:** COID has the following benefits available for participation and will be paid pre-tax from your benefits stipend. Any unused funds from your benefits package will be distributed as salary and taxed accordingly.

- **Medical, Dental, Vision**
- **Life Insurance**
- **Short- and long-term disability**
- **MASA:** Emergency medical transport
- **AFLAC:** The employee may purchase a variety of insurance plans through AFLAC
- **Health Reimbursement Account:** The employee may choose to set aside pre-tax dollars to pay both health and childcare expenses at their expense.
- **Oregon Saving & Growth Plan:** The employee may choose to set aside pre-tax dollars to contribute to a 403B deferred compensation plan.
- **Paid Time Off (PTO):** PTO is banked on January 1<sup>st</sup> of each year. A prorated amount is banked on your start date and due to your prior part-time work with COID will start at the year 2 level.

Year 1: Three Weeks (15 days)

Years 2-6: Four Weeks (20 days)

Years 7-20: Five Weeks (25 days)

After 20 Years: Six Weeks (30 days)

**Holiday Pay:** Eight paid holidays per year. New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, Employee's Birthday

**Retirement Plan:** COID participates in the Public Employees' Retirement System (PERS). Retirement contributions start 6 months after the employee has been at work for the District on a full-time basis or immediately if the employee has participated in the PERS program with past employers (making them immediately eligible). The PERS benefit consists of two components: The Individual Account Program (IAP) and the Oregon Public Services Retirement Plan (OPSRP). The IAP works like a savings account. The employee is required to contribute 6% of their gross wages for the month (through a payroll deduction) to PERS and it is credited to

their AP. The employee is 100% vested in this account. If the employee leaves the District, he/she could apply to PERS for a distribution of these funds. If those funds are distributed prior to retirement age, they are subject to an IRS penalty. The OPSRP works like a defined benefit plan. The employee must work for 5 years before they are vested in the plan and is not eligible to receive any benefit from that plan until retirement. COID makes a monthly payment to PERS for OPSRP that is actuarially calculated.