



VACANCY ANNOUNCEMENT Environmental Specialist

Position Open November 7th, 2016 until filled

The Oklahoma Water Resources Board (OWRB) is seeking to fill an Environmental Specialist position to work in the OWRB Water Quality Programs Division. Selected applicant will work in the Water Quality Standards (WQS) program. Interested applicants should submit a resume with cover letter to the OWRB (Attn: Human Resources) at the address listed below.

Pay Scale: \$37,700 - \$51,900 ► Pay is based on experience and availability, but will be within the range listed above.

Anticipated Number of Vacancies: 1

Specific Location of Work: Oklahoma Water Resources Board
3800 North Classen Boulevard
Oklahoma City, OK 73118

Description of Work Duties:

The position involves performing various activities to support WQS and implementation development and research, as well as water resources research and investigations. Examples of duties that will be performed include, but are not limited to:

- Assist in the research and development of numeric and narrative criteria and implementation policies.
- Assist in preparation and writing of staff reports and rule language.
- Participation in various workgroups and interagency and stakeholder meetings.
- Enter data from secondary data sources and manipulate spreadsheets to support various standards related projects.
- Analyze secondary data sources to support various standards related projects.
- Scan and digitally organize paper files.
- As needed, collect, organize, and process water quality and quantity data.
- As needed, operate field trucks, boats, probes and other field equipment.
- Assist in various clerical and administrative duties for standards program.

Abilities to perform a variety of tasks independently with appropriate direction and to establish effective working relationships with others are required. Knowledge and understanding of general natural resource principles and Clean Water Act regulatory principles and practices are highly preferred. Ability to manipulate spreadsheets and work within basic statistical software is preferred. Occasional overnight travel may be required. Moderate physical exertion may be required, including but not limited to; carrying field equipment, operating certain sample collection equipment, and wading or boating in all types of water for prolonged periods while working. Familiarity with computers and windows based software is required.

For additional information on job duties please contact Monty Porter at monty.porter@owrb.ok.gov. To apply for the position, please contact Brian Jepsen at brian.jepsen@owrb.ok.gov.

OWRB is an Equal Opportunity Employer