

**JOB DESCRIPTION**  
**Executive Assistant**  
**to the**  
**San Juan Water Conservancy District Board of Directors**

**The San Juan Water Conservancy District (SJWCD)** was formed on October 22, 1987, as a duly organized water conservancy district pursuant to the Water Conservancy Act following approval by Archuleta County voters. The District is charged with providing water issues and conservation education, water resource planning, stream improvement, water rights protection, and development services within its service area, which is located wholly within Archuleta County along the headwaters of the Upper San Juan River. The District, which encompasses approximately 10% of Archuleta County's land area, includes nearly all of the developed residential and commercial areas in the county, but almost none of the larger ranches, national forest, or Southern Ute Indian Tribe land. The District is governed by a Board of three to nine Directors who are appointed by the District Court Judge.

The SJWCD is not a water provider, but ensures water resources are available for beneficial use to those who do provide water for the community. This may come in the form of consumptive uses such as agriculture, municipal, fire protection, and industrial pursuits. This may also mean non-consumptive uses such as recreational, environmental, wildlife habitat, and aesthetics.

The SJWCD Board of Directors has recently completed a Strategic Plan that outlines the goals and objectives for the SJWCD. The Strategic Objectives of the District focus on:

- 1) Determining the water needs (agricultural, municipal, environmental, and recreational) of the District, and how the San Juan River Headwaters Project and other projects might meet those needs.
- 2) Education of the community-at-large regarding critical water issues that face the District, the Southwest Basin of Colorado, and the Colorado River Basin and its tributaries.
- 3) Conservation of our limited water resources through continued existing programs and initiation of new programs.
- 4) Ensuring the financial health and viability of the District through cost-effective asset management including, but not limited to the District's water rights and collaboration with existing and new partners.
- 5) Establish a reputation of operational excellence through communication both internally and externally with partners and the public.

The SJWCD Board of Directors recognizes the accomplishment of these goals and objectives will require assistance above and beyond the time and effort typical of the duties for a volunteer Board. Thus, the Board desires to contract the services of an Executive Assistant to work with the Board Members on the accomplishment of the Strategic Plan.

The selected applicant will operate as an Independent Contractor under Colorado law and perform his/her duties as listed below in coordination with the Board. The SJWCD Board anticipates this contract to average approximately 25 hours per month for an initial period of one year with the possibility for annual renewal(s). In addition to the hourly wage, the District will reimburse the Executive Assistant for direct costs, such as travel, registration fees, etc. All direct costs must be approved by the Board in advance and shall be submitted as an invoice with

receipts documenting such costs. The SJWCD shall provide no employment benefits to the Executive Assistant in accordance with Colorado law regarding Independent Contractor status. This position is subject to a screening process including, but not limited to criminal history search, reference check, degree and employment verification, motor vehicle record check, and/or credit report.

### **Scope of Work**

The principal duties of the Executive Assistant will focus on the accomplishment of the goals and objectives highlighted in the Strategic Plan as directed by and subject to revision by the Board. Those duties will include, but not be limited to the following:

- Coordinate actions among Board Members, community volunteers, third-party contractors, and other water entities to advance the accomplishment of the SJWCD goals and objectives;
- Build effective relationships with the water community in Archuleta County and beyond to promote joint efforts toward the accomplishment of these goals and objectives;
- Work with the President/Chairman of the SJWCD Board to prepare the agenda and materials for SJWCD Board meetings;
- Attend SJWCD Board meetings, take meeting minutes, and prepare meeting summary;
- Manage records retention in accordance with SJWCD policy;
- Manage procurement of office supplies and maintenance of SJWCD office equipment;
- Maintain effective relationships with Board Members and request assistance from individual Board Members when needed; and
- Perform other related duties, as agreed upon.

Tasks that may be assigned to the Executive Assistant include, but are not limited to:

- Interface with other water entities in the preparation of publicity and educational materials for the general public;
- Write letters to water entity authorities, local government officials, and members of the general public regarding SJWCD water issues;
- Work independently or with third-party marketing contractors to develop and produce materials to support public education on water issues;
- Coordinate with administrative staff and/or contractors in performing their duties on behalf of the SJWCD;
- Monitor status of work product performed by third-party engineering contractors as directed by the Board.

### **Executive Assistant Skill Set**

The following skills are indicative of the most desired and qualified applicant:

- Outstanding written and verbal communications;
- Strong organizational abilities including, but not limited to task management and organization of office records;
- Assisting in the management of Board meetings in accordance with Robert's Rules of Order;
- Proficient in word processing and spreadsheet software;
- Ability to communicate in a positive and professional manner with coworkers, other contractors, general public, and media;
- Strong ability in utilization of software and graphics tools to develop presentations;

- Good understanding of media and communication strategies;
- Willingness to broaden knowledge on water issues.

### **Education and/or Experience Requirements**

- Minimum of high school diploma or equivalent with preference given for completed college classes or degree;
- Minimum of two years experience working in an office assistant role; and
- Experience working on water issues and/or development of water policy is preferred.

### **Evaluation Factors**

- 1) Documentation of education and experience that specifically addresses the skills and the education and experience factors listed above.
- 2) Two references/referral letters for comparable experience provided above.
- 3) Interview(s) with Board Members – virtual or in-person.