

# TRUCKEE-CARSON IRRIGATION DISTRICT

## Job Description

**Job Title:** Water Accounting and IT Manager  
**Department:** Water Accounting and IT Department  
**Reports to:** General Manager  
**Salary Level:** \$65,000 - \$90,000 DOE

### SUMMARY:

This position is responsible for supervising the Water Accounting and IT Department, the purpose of which is to organize the collection and reporting of water measurement and delivery data throughout the district in compliance with the policies and directives of the general manager, board of directors, and federal mandates. These duties include overseeing the design, installation, and maintenance of water measurement devices, automation equipment, SCADA systems, and machine communication systems. This position is also responsible for managing the network, software, databases, and other computer systems used by the district. This position is an at-will, salaried position which requires the individual to be available to immediately respond to events as they arise.

*This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the position. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the position who may be asked to perform other duties as required.*

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise department staff and conduct annual performance evaluations
- Responsible for district computer networks, computers, servers, database backups, software purchases and installs, wifi, security surveillance systems and alarms, ditch rider tablets
- Provide guidance and training to staff in the proper operation of computer stations
- Installing, managing and maintaining SCADA and automation equipment and systems throughout the district
- Installing, managing and maintaining water measurement equipment and related data collection and communication systems
- Preparing department budget and providing recommendations to general manager for department purchases and improvements
- Preparing monthly and annual water data reports for the Bureau of Reclamation in compliance with federal requirements and assisting in preparing monthly water account reports for water users
- Reviewing adjustment requests from water users to their water allocations
- Provide meter data analysis support to the Water Department

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill and/or ability required.

- Ability to communicate interpersonally and in writing
- Ability to meet deadlines and work well with others
- Thorough knowledge of computers and networks
- Ability to work with Microsoft Office, Excel and Word

- Experience in the use of SCADA, irrigation automation controls and water measurement devices
- Experience in Microsoft Access database management preferred but not required
- Experience in electrician and welding work preferred but not required
- Willingness to do field work

### **EDUCATION and/or EXPERIENCE**

- High School Graduate or GED required
- Must have a valid Nevada Drivers License and safe driving record
- Past work experience must demonstrate leadership, ethics and the ability to work without direct supervision
- Past work experience must demonstrate an attitude that fosters a positive work environment
- Must pass a criminal background check and drug/alcohol screen if selected as a final candidate

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 60 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.