NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
JOB OPPORTUNITY ANNOUNCEMENT
Affirmative Action/Equal Opportunity Employer/Drug-Free Workplace

JOA #: **18-16** **Position #:** 423007 **Posting Date:** 9/27/18 **Application Deadline:** Until filled

Position Title: OPS Hydrogeology Aide **Starting Salary:** 9.00/hour

Job Location: Headquarters - Midway, FL *Located 10 miles west of Tallahassee on Hwy. 90*

Minimum Qualifications:
College level coursework in geology, mathematics, physics, engineering or related environmental field. Must possess a valid driver's license

Special Abilities:
Knowledge of how to run Microsoft Office applications Word, Excel, and Power Point. Understanding of and experience with computer data entry. Experience with ArcGIS, and knowledge of basic statistics preferred.

Description of Position:
This is a part-time position entailing directed work in the areas of hydrogeology, hydrology, planning, engineering and environmental science.

- Computer data entry including review and editing.
- Assist in the management of Resource Management Division databases.
- Assist in the statistical analysis of water quality, rainfall, water level and flow data.
- Assist in the set-up and routine running of ground water models and other program specific applications.
- Fulfill data request from public and private entities.
- Use ArcGIS in the fulfillment of assigned tasks and data request.
- Assist with field data collection.
- Other work tasks as directed by the supervising professional.

How to apply: Submit a Northwest Florida Water Management District Application and resume to: human.resources@nwfwater.com ; or fax to 850.539.2777; or mail to 81 Water Management Drive, Havana, FL 32333

NOTICE TO APPLICANT: We hire only U.S. citizens and lawfully authorized alien workers. If you need an accommodation in order to participate in the application/selection process, please notify the Office of Human Resources at (850) 539-5999 in advance.

A separate application must be submitted for each Job Opportunity Announcement indicating the position number and title for which you are applying. Applications must be received in the Office of Human Resources by 5:00 p.m. of the deadline date in order to be eligible for consideration. Preference will be given to certain veterans and others related in accordance with Chapter 295, Florida Statutes, Veterans Preference Law. Applicant must provide the required proof of preference at the time of submitting an application for a vacant position. Males between the ages of 18 and 26 are required to provide proof of Selective Service Registration prior to employment or promotion.