



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 0850

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**ASSISTANT STATE ENGINEER**

GRADE S

**SCOPE OF WORK:**

Work involves assisting the State Engineer in carrying out the functions of the Office of the State Engineer in accordance with NDCC 61-03. This relates to the development and implementation of water policies and programs as well as the promotion and regulation of water development, with emphasis on critical issues and legal matters.

**DUTIES PERFORMED:**

- Assist the State Engineer in planning, directing, and evaluating all programs and operations within the State Water Commission (SWC) and Office of the State Engineer.
- Develop and implement agency policies; provide direction and guidance to division directors in the implementation and interpretation of programs and policies.
- Coordinate with the Attorney General's office on legal matters and building inter-agency coordination with federal, state and local government agencies.
- Manage and evaluate the work activities of division directors.
- Assist the State Engineer in the leadership and management of the SWC and Office of the State Engineer.
- Coordinate the efforts of all divisions in meeting goals and objectives.
- Prepare and present legislative testimony for the agency; prepare recommendations for SWC action.
- Represent the State Engineer at meetings with federal and state agencies, local water resource districts, and the public; represent the agency at various regional, national and international water-related organizations, councils, associations and task forces.
- Coordinate activities within local, state, and federal agencies and groups.
- Assist with the development of the agency-wide budget.
- Approve concepts, designs and permits performed by staff and consultants.
- Assure agency compliance regarding state and federal rules and regulations; review proposed federal rules and regulations and assure compliance with State's rights.
- Assume management of SWC / Office of the State Engineer in the State Engineer's absence.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in engineering and eight years of engineering work experience that includes water resources, water management and western water law. Four years must have included related administrative and management work experience. Must be registered as a professional engineer in the state of North Dakota or registered in another state and eligible for licensure in North Dakota.

Eff. Date: 10/74 – Assistant Secretary, State Water Commission

Rev: 2/91 – Title, grade and format changed

Rev: 9/96 – Rewritten in current format

Rev: 5/99 – Corrected statement for Mental Challenge factor

Rev: 1/01 – Revised grade, scope of work, and duty statements

Rev: 7/12 – Conversion to Hay System

Rec: 9/16 – Revised scope, duties, minimum qualifications and factoring.