



**STATE OF WYOMING**  
invites applications for the position of:

**BABO09-05851-Business Office Coordinator  
II-Cheyenne**

**SALARY:** \$3,742.00 - \$4,678.00 Monthly

**LOCATION:** Cheyenne

**OPENING DATE:** 03/08/17

**CLOSING DATE:** Continuous

**DESCRIPTION AND FUNCTIONS:**



**Open Until Filled**

**GENERAL DESCRIPTION:**

Serves as Executive Director for the State Board of Examining Water Well Drilling Contractors and Water Well Pump Installation Contractors. Provides administrative support to the Board. Conducts investigations related to violations of the Board's Rules, Regulations, and Statutes. Manages the activities associated with a mandatory occupational licensing program.

**ESSENTIAL FUNCTIONS:** The listed functions are illustrative only and are not intended to describe every function which may be performed in the job level.

- Facilitate the licensing of water well drilling contractors and water well pump installation contractors as required.
- Maintain licensing records.
- Provide technical assistance and information to potential applicants and the general public concerning licensing requirements, procedures, and regulations.
- Coordinate license renewals.
- Review initial and renewal applications and recommend approval or denial.
- Coordinate Board meetings.
- Coordinate and conduct investigations related to violations of the Act or the Board's rules.
- Develop and monitor Board budgets and fees and ensure the board operates within its budget authority.
- Review and evaluate the Board program to provide for program enhancements.
- Draft proposed changes in legislation relevant to Board operations.
- Lead a specific program, including planning, as well as program design, training, manual preparation, budget functionality, and technical questions.
- Coordinate the overall objectives of the program, including long term recommendations based upon strategic plan and goals, and monitor program effectiveness.
- Serve as hearing officer for contested case hearings, when needed.
- Manage the work activities of contract inspectors.
- Conduct inspections relating to possible violations of the Act or these rules.
- Maintain a Board website and develop a Board newsletter.

**QUALIFICATIONS:****PREFERENCES:**

Preference may be given to those with a bachelor's degree in business, public administration, geology or natural resources PLUS five years of professional work experience.

**KNOWLEDGE:**

- Knowledge of state laws, rules and regulations relating to the mission and policies of the Board; current developments in the licensing of water well drilling contractors and water well pump installation contractors; state government organizations and programs; function and knowledge of the legislative process; budget process.
- Skills in interpersonal, written and verbal communications; managing people and resources; computer applications (database, spreadsheet, presentation, word processing).
- Ability to develop collaborative relationships to facilitate the accomplishment of work goals and to build strategic relationships among people, work groups and divisions (both internal and external); deal with others in difficult and complex situations to achieve resolution or adherence to laws and/or rules and regulations; present and convey information clearly and concisely to groups or individuals verbally, electronically and in writing to ensure they understand the information; use appropriate interpersonal skills and methods to resolve conflict.

**MINIMUM QUALIFICATIONS:****Education:**

Bachelor's Degree (typically in Business)

**PLUS****Experience:**

0-3 years of progressive work experience (typically in Business) with acquired knowledge at the level of a Business Office Coordinator I

**OR****Education & Experience Substitution:**

4-6 years of progressive work experience (typically in Business) with acquired knowledge at the level of a Business Office Coordinator I

**Certificates, Licenses, Registrations:**

None

**NECESSARY SPECIAL REQUIREMENTS:****NOTES:**

- FLSA: Exempt
- Licensing provides the public with a level of protection from a health and safety perspective. With licensing, water well owners that have experienced poor or inadequate performance by a water well contractor may file a complaint with the Board. The Board is authorized to suspend or revoke the license of water well contractors that fail to meet established standards of the profession. Additionally, licensing protects the groundwater resources of the state and promotes excellence in water well drilling and pump installation practices.

**SUPPLEMENTAL INFORMATION:**

037-State Engineer's Office - Board of Examining Water Well Drilling Contractors & Water Well Pump Installation Contractors

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Click [here](#) to view the State of Wyoming Classification and Pay Structure.

URL: <http://agency.governmentjobs.com/wyoming/default.cfm>

The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities.

*Class Specifications are subject to change, please refer to the A & I HRD Website to ensure that you have the most recent version.*

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A complete listing of the State of Wyoming Classification and Pay Structure can be viewed at <http://agency.governmentjobs.com/wyoming/default.cfm>.

Class Code #BAB009  
Job # 05851  
BAB009-05851-BUSINESS OFFICE COORDINATOR II-CHEYENNE  
NB

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The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities. No notice of eligibility will be sent to applicants who meet the minimum qualifications.

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