



ADAMS COUNTY
invites applications for the position of:
Oil and Gas Liaison

SALARY: \$66,641.32 - \$76,637.52 Annually

OPENING DATE: 08/27/19

CLOSING DATE: 09/10/19 04:30 PM

WHAT SUCCESS LOOKS LIKE IN THIS JOB:

The Community & Economic Development Department of Adams County Government, based in Brighton, CO, is looking for an Oil and Gas Liaison to guide Adams County's rapidly expanding oil and gas development needs. We are seeking an individual to coordinate activity associated with oil and gas exploration and development within unincorporated Adams County. Intense problem-solving skills and the need to fix and maintain quality processes will be a valued part of our organization.

In addition to the opportunity to apply your extended knowledge of the Oil and Gas industry to land use planning, your advanced communication skills will be necessary as you fill the role of liaison between the Director of Community and Economic Development (CED), Adams County's Board of Commissioners (BOCC) Colorado Oil and Gas Conservation Commission (COGCC), state agencies, industry operators, and the residents of Adams County.

EXAMPLES OF DUTIES FOR SUCCESS:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of the job at any time.

- Serves as a liaison between the Colorado Oil and Gas Conservation Commission (COGCC), various state agencies, local governments, the Director of CED, the BOCC, and Adams County residents on matters related to oil and gas exploration and production operations within unincorporated Adams County
- Serves as the land use case manager for oil and gas development, including the processing and review of Oil and Gas Facility Permit applications.
- Utilizes various operating platforms, such as Accela to process and track oil and gas facility permits.
- Responsible for the development and implementation of programs and systems necessary to review and track state and local activities associated with Oil and Gas development and production operations within unincorporated Adams County.
- Fosters effective working relationships with internal staff and staff from state agencies and local governments to support implementation of Adams County oil and gas regulations.
- Coordinate the review and recommendations from external agencies, Adams County Residents and the oil and gas industry as it pertains to Oil and Gas Facility permit case management.
- Prepares guidance documents and outreach materials that will assist internal and external stakeholder understanding of Adams County permitting process and regulations pertaining to oil and gas development.
- Reviews and coordinates responses to the Colorado Oil and Gas Conservation Commission (COGCC) permit applications to ensure all permitted conditions and terms of oil and gas development within Adams County are met. Develops recommendations regarding the advisability of issuing the permits and corresponding term of any permits issued.
- Fulfills all responsibilities of the Local Governmental Designee (LGD) for Adams County as part of the Colorado Oil and Gas Conservation Commission (COGCC) review, referral and permit process.
- Receives documents and distributes citizen complaints about oil and gas industry activity to the County Oil and Gas Inspector.

- Aids the County's Oil and Gas Inspector as necessary in resolving non-compliance issues identified or confirmed during inspections through engagement with Operators and state agencies. Participates in neighborhood meetings and supports regular meetings with interested stakeholders as it relates to oil and gas activity including, but not limited to: COGCC, County staff, oil and gas representatives, interested public, and staff from other area agencies and municipalities.
- Participates in and supports Adams County internal development review team meetings.
- Attends various task force meetings and engages in stakeholder outreach related to oil and gas development.
- Provides oversight of professional service contracts that may be developed to help support activities associated with implementation of the County's oil and gas regulations.
- Participates and helps draft regulatory amendments to the County's oil and gas regulations.
- Coordinates with other county departments and agencies on oil and gas related matters.
- Develops and maintains systems and processes to track and report on oil and gas activity with unincorporated Adams County, including well sites permitted (date, location, type, etc.), this may also include the development of processes to develop and maintain GIS data.
- Provides all information necessary to post to County web site to keep public and other interested stakeholder informed of oil and gas activity.
- Confers with department leadership to provide input concerning the goals and objectives of the department as it pertains to oil and gas development activity and regulations.
- Distributes and/or reviews supporting documentation submitted as part of Oil and Gas Facility permit applications and provides feedback and recommendations to staff and the applicant.
- Prepares a variety of reports, tabular and narrative, as required.
- Prepares staff reports and presentations for the Director of CED and the Board of County Commissioners related to Oil and Gas Facility permit applications.
- Performs other related duties and responsibilities as required.

QUALIFICATIONS FOR SUCCESS:

- Relevant federal, state, and local laws, rules, regulations, codes and/or statutes.
- Reclamation of sites and environmental impact issues.
- Oil and gas drilling operations, as well as COGCC operations.
- Land use planning, administration of zoning regulations, analysis of development applications for compliance with development standards, compatibility with surrounding land uses, and land use mitigation methods
- Methods and techniques of research, statistical analysis, and report presentation
- Knowledge of industry best practices related to all aspects of oil and gas exploration and development.
- Understanding and working knowledge of construction, construction sites and public infrastructure.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Must be able to handle sensitive information and situations as well as know when to pass these on to management.
- General knowledge of Geographic Information System (GIS) software programs to enable the individual to add minimal functions and use for directional and location information.
- Knowledge of and proficiency in the use of personal computer equipment and software such as MS Word, Excel, PowerPoint, and Outlook and other products as required by job.

COMPETENCIES:

- Decision Quality: Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- Informing: Provides the information people need to know to do their jobs and to feel good about being a member of the team unit, and/or the organization; provides individuals

information so that they can make accurate decisions; is timely with information.

- **Organizing:** Can marshal resources (people, funding, material, and support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.
- **Problem Solving:** Uses rigorous logic and reasoning methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- **Process Management:** Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.
- **Technical Learning:** Picks up on technical things quickly; can learn new skills and knowledge; is good at learning new industry, company, product, or technical knowledge – like technology; does well in technical environment.
- **Written Communications:** Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.

MORE QUALIFICATIONS FOR SUCCESS:

- **Experience:**
 - Minimum of five (5) years of experience in the areas of land use, regulatory agencies, natural resource policy, or a similar field.
 - An equivalent combination of education and work experience that satisfy the requirements of the job may be sufficient.
- **Education and Training:** Bachelor's Degree in Planning, Public Policy and Administration, Geology, Geography, Civil Engineering, or a related field.
- **License or Certificate:** None.

Background Check: Must pass a criminal background check.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.adcogov.org/current-career-opportunities>

Position #03964
OIL AND GAS LIAISON
LS

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Oil and Gas Liaison Supplemental Questionnaire

- * 1. Do you possess a minimum of 5 years of experience in the areas of land use, regulatory agencies, natural resource policy, or a similar field?
 - ☐ Yes
 - ☐ No
- * 2. If you answered yes to the above question, please describe these experiences as they relate to this position.
- * 3. Describe your experience using Geographic Information Systems.
- * 4. Describe your knowledge and experience working with local, state and federal oil & gas regulations.

* 5. Describe your experience working with the public and performing public outreach.

* Required Question