

LITTLE BLUE NATURAL RESOURCES DISTRICT JOB DESCRIPTION

JOB TITLE: ASSISTANT MANAGER

POSITION: FULL-TIME, EXEMPT EMPLOYEE

WORK SCHEDULE: MONDAY-FRIDAY – 8:00 AM – 4:30 PM

SUPERVISOR: MICHAEL D. ONNEN

DATE: APRIL 10, 2017

The position of Assistant Manager (AM) is a full-time position with the Little Blue Natural Resources District and operates from the NRD headquarters in Davenport, Nebraska. The position qualifies as “exempt status” as defined in the Federal Fair Labor Standards. The Assistant Manager is directly accountable to the General Manager (GM) and has full authority to act on behalf of the GM in his/her absence. Therefore, communication and coordination between the GM and AM is extremely important. The AM will oversee the general duties specified below and serve at the direction of the GM.

GENERAL DUTIES

Water Quality Program Administration

- Administers Groundwater Quality components of the District’s Groundwater Management Programs
 - Develops, administers and enforces rules, regulations and policies for water quality areas
 - Directs water quality sampling program
 - Directs Operator Training Activities

Oversees Data Management and Technology Systems of the District

Project Development Support

- Assists in leveraging district funds through the administers of grants for projects and programs.
- Assists in coordinating the development of natural resources projects, including flood control, drainage, recharge, riverbank stabilization, etc.

Planning Activities, Budget, and Finance

- Assists the GM in the development of annual long range planning efforts.
- Assists the GM in analyzing budgetary needs and fiscal position of the District.

Staff Supervision

- Responsible for the supervision of technical staff responsible for water quality sampling, and producer assistance for water quality activities.

Public Relations & Communications

- Serves as liaison and communication link between District and local, state and federal agencies and groups.
- Prepares and present public presentations regarding District projects, programs and activities as needed.

Other duties may be assigned as deemed necessary by the General Manager.

QUALIFICATIONS

EDUCATION: The education requirement to qualify for this position is, as a minimum, a B.S. degree from an accredited college in Agriculture, Natural Resources, Resources Planning, Administration, Engineering or other related natural resources fields.

EXPERIENCE: The experience necessary for this position is at least three years of related experience in natural resources, water resources or public administration, including two years of supervisory work; or equivalent combination of education and experience.

REQUIRED SKILLS AND ABILITIES:

- Ability to understand Federal, State and Local laws, regulations and rules relative to natural resources management and programs.
- Ability to work independently.
- Ability to read, good skills in language, creative writing, speech and hearing.
- Required to communicate effectively, both orally and in writing.
- An ability to work cooperatively and build positive relations with district constituents, other staff, the Board, agencies and organizational personnel
- Ability to use tact and good judgements in dealing with the public, contractors, suppliers, staff and other agencies and elected officials.
- Ability to define problems, collect data, establish facts, weigh options and draw appropriate conclusions.
- Ability to coordinate complex projects from the initial concept plan through implementation.
- Ability to interpret a variety of technical instructions and drawings and utilize information gained.
- Ability to plan, supervise, coordinate, prioritize and evaluate the work of subordinate staff.
- Demonstrated skills with computers, technology and database applications.
- Ability to prepare project budgets and do long-range planning.
- Ability to use good judgement and conflict resolution.
- Ability to remain calm and collected in difficult situations, and before the public in situations of opposing views.

CERTIFICATE, LICENSES, REGISTRATIONS:

- Nebraska Driver's License
- Candidate must be able to secure a Class 5 Water Operator's License