

# **LITTLE BLUE NATURAL RESOURCES DISTRICT**

## **JOB DESCRIPTION**

**JOB TITLE: GENERAL MANAGER**

**POSITION CLASSIFICATION:** Full Time, Salaried, Exempt

**DATE:** January 1, 2019

The General Manager, under the direction of the Board of Directors, is the chief executive and supervising officer of the District. The General Manager oversees and administers the day to day business affairs of the District, carries out the policies and directives of the Board and has the powers and duties assigned to the position in the District Operating and Personnel Policies. Work involves developing operational policies, programs and long and short-range plans consistent with Board policies for the conservation, protection and wise management of the soil, water, and other natural resources of the District.

### **GENERAL DUTIES**

#### **Office Management & Administration**

- Manages the District according to District Operating Policies, District Personnel Policies, Board directives and policies, and state and federal statutes and regulations.
- Serves as liaison to the Board and provides necessary information and research to support Board functions and decisions. Advises the committees and board on procedures, programs, activities, personnel, regulations, statutes and needs. Carries out all board directives.

#### **Staff Supervision**

- Supervises and organizes district staff, except where supervisory responsibilities are assigned to specific employees. Responsible for all personnel matters including hiring, termination, wage/benefit application and related matters.
- Directs staff functions and insures coordination between all departments.

#### **Budget and Financial Activities**

- Regularly analyzes fiscal position, funds, investments, expenditures, and needs of the District and report to the Board. Assures that proper accounting principles are being implemented to comply with required auditing standards.
- Prepares the annual budget and seeks approval of the budget by the Board of Directors.
- Seeks grant opportunities to leverage district funds to obtain the best value for the district taxpayers.

#### **Public Relations & Communications**

- Coordinates District activities, programs, regulations and projects, with local, state and federal agencies and groups.
- Oversees District public information and public relations efforts.
- Communicates frequently with staff, board and conservation partners about issues, programs and district needs.

### **Project and Program Oversight**

- Works with the public for the development of project concepts, policies and regulations.
- Oversees project planning, land rights acquisition, construction, operation and maintenance.
- Oversees development and enforcement of District regulations.

### **Legislative and Legal**

- Monitors relevant Federal and state legislative activities. Communicate regularly with the Board of Directors about proposed and/or pending legislative actions and their implications for the District.

## **QUALIFICATIONS**

### **EDUCATION & EXPERIENCE**

- Candidates for this position must have is a degree from an accredited college or university in Public Administration, Agriculture, Agricultural Economics, Agricultural Engineering, Natural Resources, Hydrology or a related field, and five years of related experience in natural resources, water resources or public administration, including three years of supervisory work; or equivalent combination of education and experience.
- The candidate must have demonstrated leadership skills and experience in budgeting, managing financial resources, personnel management, and resources planning.

### **KNOWLEDGE, SKILL AND ABILITY**

- Considerable knowledge and understanding of Federal, state and local laws, rules, regulations and policies is desirable.
- Ability to read, analyze and interpret complex plans and documents. Good reasoning skills and ability to define problems, collect data, establish facts and draw conclusions.
- A good understanding and application of budgeting, financial management and expenditure control. A general understanding of accounting and bookkeeping is desirable.
- Ability to effectively manage subordinates and to plan, coordinate, prioritize and evaluate the work of personnel.
- Ability to read, write and communicate effectively to assure that the Board, staff and constituents are well informed on resources matters, opportunities and achievements.
- Ability to coordinate complex projects or programs from initial concepts through operation and maintenance, or implementation.
- Skills in long range planning and prepare budgets to accomplish goals and objectives.
- Ability to use good judgment in difficult situations and conflict resolutions.
- Desirable qualities of the General Manager include: leadership, motivation, integrity, honesty, inspiration, and goal oriented.

**CERTIFICATE, LICENSES, REGISTRATIONS:** Nebraska Driver's License.