

Middle Niobrara Natural Resources District

JOB DESCRIPTION

Natural Resources Coordinator

Position Classification/Labor Code: Full Time/Salesman – Exempt

Introduction: The Natural Resources Coordinator will work under the general supervision of the General Manager with emphasis on overseeing the Natural Resource programs of the Middle Niobrara Natural Resources District. This work will include designing, planting and maintaining windbreaks, ordering, keeping records, care of nursery stock, assist with hiring and supervising temporary staff, working with resource/habitat related cost share programs, provide information regarding trees and wildlife habitat programs, coordinate tree program activities with other agencies, drill rental, gopher bait sales, gopher machine rental, dripline inventory and sales, woody biomass utilization, weed barrier ordering and sales, maintaining district property, vehicles and equipment, watershed coordination, and work with legislative issues. Experience in using and implementing GIS and/or ArcView applications and computer data management will be integral to this position. A Class A CDL may be required.

This position will be responsible for the direction of part-time or full-time technical NRD staff who may be working to assist with NRD programs. This position will also work closely with other NRD staff members as necessary.

Principal Duties and Responsibilities: Work with farmers, ranchers, landowners, governmental personnel, local business leaders, and other members of the public to encourage implementation of proper resource management. Work will consist of, but not be limited to the following:

1. Responsible for administering programs necessary to implement the district's tree program, including: record keeping, administration of grant funds, budgeting, developing reports, administration of cost share programs – Wild NE, Corners for Wildlife, NSWCP, EQIP, CSP, RFRP, Continuous CRP, coordinating activities with other entities, communicating with landowners and other members of the public.
2. Develop and implement technical programs and projects necessary to meet NRCS technical guidelines. Attend and be part of NRCS State Technical committee. Conduct site inspections, prepare, and review cost share applications. (Tree and fence design, follow up site inspections, and tree survival)
3. Responsible for the administration, monitoring, annual update and reporting of the district's vehicles and equipment. Work with the General Manager on yearly budgeting needs.

4. Work with the other MNNRD staff/coordinators/managers to carry out demonstration projects, field tours, tree and habitat meetings. Assist with developing education, information, and promotional material and activities for youth and adults relating to trees and habitat resources. Assist in coordinating the MNNRD Conservation Awards Program.
5. Administer all aspects of the Tree Program including conducting inspections and managing staff assisting with the program, responsible for meeting all reporting requirements.
6. Coordinate and assist with preparation of reports, develop and implement GIS/ArcView applications, program forms, and NSWCP applications.
7. Assist with Water Resource Programs. Chemigation, water sampling, cost share, and education.
8. Assist with Watershed Programs, projects, and activities.
9. Direct or assist in implementation of various local, state or federal funded projects (ex. Big Rock Fire Planting, Emergency management program).
10. Assist the Managerial staff in short and long-range planning, budgets, and legislative issues.
11. Public appearances and speaking to inform various groups on resource topics and programs.
12. Assist/oversee woody biomass activities of the district. Work with habitat improvement programs and fire management/mitigation programs, other agencies, and landowners with site selection, planning, contracting, prescribed fire trailer use and education.
13. Ability to operate and maintain tractors, skid steers, excavator, and attachments, trailers, 4 x 4 vehicles, atv/utv's, wood biomass equipment and apparatuses, water sampling equipment, military vehicles, pull and back up trailers.
14. Prepare and present technical and work reports to the Board of Directors, staff and at meetings.
15. Grant coordination and reporting.
16. Carry out other tasks assigned by the General Manager and Board of Directors as deemed necessary for daily operations of the district.

Eligibility Determinations: Any combination of education, experience, and personal characteristics may be considered to determine the eligibility for which an applicant can qualify. Experience and desirable characteristics may be substituted for education at the discretion of the General Manager.

1. General Qualifications

Education: The educational requirement to qualify for this position is a bachelor's degree in natural sciences/resources, wildlife management, forestry, horticulture, botany, or agronomy with some business experience or equivalent. The applicant must be familiar with Microsoft Office Programs including Word, Excel, Access, PowerPoint, and software including ArcView, or ArcMap.

Experience: The experience necessary to qualify for this position would be at least 2 years of satisfactory employment with an agency, consulting firm, or organization involved with conservation and/or resource management. An agricultural, ranch, or outdoor related background would also be beneficial.

Desirable Characteristics: Individual characteristics to be considered should include but not be limited to: (1) an ability to work well and communicate effectively with people both written and verbally, (2) have a desire to help bring about actual accomplishments quickly and efficiently by being self-directed and taking initiative, (3) ability to work independently with responsible results using good judgement, (4) have accountability, (5) ability to manage multiple projects and priorities, (6) Outdoor physical work required to include adverse conditions, (7) some heavy lifting (50 – 100 lbs.), (8) ability to complete work outside normal business hours, (9) independent judgement ability, and (10) follow directions.

Special Requirements and Conditions:

- A current driver's license valid in Nebraska and good driving record will be required. Will need to be insurable.
- Supervisory experience required.
- Will be required to have and maintain the Private Pesticide Applicator, Chemigation Applicator, and Natural Resource Groundwater Technician License.
- Ability to obtain and hold a valid CDL license as needed.
- Attendance at meetings including MNNRD Board of Directors Meetings, committee meetings as requested and other job related meetings as necessary. Out of town overnight travel required as necessary.
- Have or gain knowledge of Federal, State, and Local laws, regulations, and rules relative to Natural Resource management programs.

Essential Functions and Associated Physical Abilities include:

- Ability to operate motor vehicles, including passenger cars and trucks, in urban and rural environments.
- Ability to operate tractors, equipment, and maintenance.
- Drive and backup gooseneck trailers.
- Ability to navigate county plat maps and use of soil surveys.

- Ability to lift approximately 50 - 100 pounds.
- Ability to manage a spreadsheet.
- Ability to work with and use GIS, GPS applications, and computer data management.
- Able to work outside in a variety of weather conditions including summer heat and winter cold.
- Able to follow technical specifications and guidelines.
- Ability and willingness to work long hours when required.

Salary and Benefits: Salary will be based on prior experience. The district offers a full insurance and retirement package. Annual leave, sick leave, and comp time are offered.

Application: A resume – including job descriptions, contact information for former employers, cover letter, and at least 3 work related references are required. Any other questions regarding the position can be taken by the General Manager. Application deadline is June 30, 2023. Position will remain open until filled with a qualified candidate.

Middle Niobrara Natural Resources District
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The Middle Niobrara NRD is an equal opportunity employer.