

# **Middle Niobrara NATURAL RESOURCES DISTRICT**

## **JOB DESCRIPTION**

### **Water Programs Coordinator**

**Position Classification/Labor Code:** Full Time/Salesman - Exempt

**Introduction:** The Water Programs Coordinator is responsible for administering and carrying out all the District's surface and groundwater programs. This position will work under the general supervision of the General Manager with emphasis on overseeing the districts ground water management plan, certification of irrigated acres, transfer of irrigated acres, integrated management planning process, implementing regulations, developing technical programs, project administration assist with hiring and supervising temporary staff, work with legislative issues, grant administration, information and education programs intended to inform the general public and specialized groups about district water programs and objectives.

This position may be responsible for the direction of part-time or full-time technical 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, governmental personnel, NRD staff and directors to carry out the supervisory work related to the overall coordination of water conservation programs, projects, and general NRD programs of the district. Work will consist of, but not limited to the following:

1. Required to implement and administer all groundwater quantity and quality programs outlined in the district's groundwater management plan.
2. Required to implement and administer district and basin Integrated management planning.
3. Administer and assist with the collection of any data necessary to implement the district's groundwater program. This could include: water level monitoring, water sampling, soil sampling, crop yield data, precipitation data, collection of fertilizer, pesticide, and water use data, etc.
4. Develop and implement technical programs necessary for carrying out the District's groundwater management plan including: data collection, best management practices, fertilizer management, water use management, nitrogen applicators certification and well abandonment activities.
5. Work with the other MNNRD staff/coordinators/managers to carry out demonstration projects, field tours, and water resource meetings. Assist with developing education, information, and promotional material and activities for

- youth and adults relating to water resources. Conduct necessary public meetings and hearings. Assist in coordinating the MNNRD Conservation Awards Program.
6. Administer and implement any groundwater related regulatory programs including, chemigation regulations, runoff, groundwater management area regulations, well permitting requirements, county zoning and Title 130 requirements, well registration requirements, and soil and sediment erosion complaints.
  7. Administer and assist with the implementation of the district's chemigation program including: permit administration, record keeping, field inspections, spot checks, and developing necessary reports.
  8. Administration of cost share for water quality and well decommissioning programs.
  9. Administer and implement district surface water programs including: wetlands management, stream sampling, watershed studies, flow monitoring, etc.
  10. Assist with Watershed Programs, projects, and activities.
  11. Assist with Natural Resource Programs. Tree planting, woody biomass, drip irrigation, project development, recreation development and maintenance, gopher rental and sales, and education.
  12. Assist the Managerial staff in short and long-range planning, budgets, and legislative issues.
  13. Public appearances and speaking to inform various groups on resource topics and programs.
  14. Ability to assist, operate, and maintain water sampling equipment, tractors, skid steers, excavator, and attachments, trailers, 4 x 4 vehicles, atv/utv's, woody biomass equipment and apparatuses, military vehicles, pull and back up trailers.
  15. Prepare and present technical and work reports to the Board of Directors, staff and at meetings.
  16. Grant coordination and reporting.
  17. 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.
  18. 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/water sciences/resources, wildlife management, forestry, horticulture, botany, or agronomy with some business experience or equivalent. The applicant must be familiar with Microsoft applications including Word, Excel, Access, PowerPoint, and software including ArcView, or ArcMap.

**Experience:** The experience necessary to qualify for this position would be at least 5 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) willingness 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. A Class A CDL may be required.
- Supervisory experience required.
- Develop and facilitate workshop logistics, scheduling, and communication with participants.
- Will be required to have and maintain the Private Pesticide Applicator, Chemigation Applicator, and Natural Resource Groundwater Technician License.
- May be required 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 Water 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.