



JOB DESCRIPTION FORM

Division/Department	Administration
Location	Holdrege/Gothenburg
Job Title	Land Administrator
Reports to	Senior Land Administrator, Natural Resources Manager, Gothenburg Division Manager, Senior District Biologist

Control point <u>16(5)</u>	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours <u>40</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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POSITION DESCRIPTION

Serves as a land administrator performing a variety of assignments relating to the management of the District’s lands and shorelines. The work performed affects the efficient utilization, protection, and development of the District’s natural resources as well as the social and/or economic well-being of the users of the District's resources. The employee independently coordinates assigned functions to accomplish objectives and resolves routine problems and conflicts as they arise.

EDUCATION AND EXPERIENCE

REQUIRED QUALIFICATIONS

1. High School Graduate.
2. Well-developed written and oral communication skills.
3. Proficient with computer applications including word processing and spreadsheet utilization.
4. Ability to comprehend, and communicate information pertaining to construction drawings, aerial photography, maps, land surveys, and legal documents.
5. Ability to read, interpret, and implement management documents, plans, policies, and procedures.
6. Valid Nebraska driver’s license.

PREFERRED ADDITIONAL QUALIFICATIONS OR ABILITIES

1. Broker’s or Real Estate License or equivalent training or experience.
2. Two years of experience in real estate, farm, natural resource or property management.
3. Experience with agricultural and/or recreational property appraisals.
4. Knowledge of local farming and ranching practices.
5. GIS, global positioning system, and surveying equipment skills.
6. Certified Pesticide Applicator’s License.
7. Experience in FERC licensing and compliance.

ESSENTIAL JOB FUNCTIONS

1. Execute all aspects of the Central's permitting program for tenants, subtenants, and adjacent landowners, including but not limited to customer interviews, pre- during- and post- construction inspections, application review, permit approval, permit denial, and regulatory compliance.
2. Perform duties relating to the administration, implementation, planning, and coordination of District activities in the areas of land and shoreline management, leases, permits to construct, project boundaries, rights-of-way, environmental stewardship, recreation, public relations, customer service, public safety, and other related fields.
3. Carry out administrative tasks necessary to fulfill the District's numerous responsibilities and ensure that FERC license conditions associated with the real estate and natural resource management are accomplished.
4. Interact with a diverse spectrum of customers, tenants, lessees, recreation and resource management agency staff, contractors, law enforcement and protection agencies, and others with interests in the District's properties in order to clarify management policies, accomplish projects, promote interest in various aspects of the land administration program, to obtain technical information, or provide information to others regarding procedures.
5. Patrol project lands and waters, perform minor maintenance, and conduct inspections as necessary to carry out land and shoreline management functions, to prevent unauthorized use and trespass, to ensure compliance with policies and procedures, and to protect project resources while seeking to gain voluntary compliance and/or to resolve conflicts.
6. Serve as the District's initial point of contact, answer questions, provide permitting assistance, and offer guidance to tenants and adjacent landowners.

OTHER POSSIBLE JOB FUNCTIONS

1. Work alongside District team members and in coordination with stakeholders, lake associations, and state or federal resource management agencies to achieve District goals and objectives.
2. Assist the Senior District Biologist in the operation and maintenance of habitat areas and enhancement programs.
3. Provide instruction and guidance to subordinate, temporary, seasonal, or volunteer staff members.
4. Provide input for the preparation and execution of annual budgets for assigned programs.
5. Operate and maintain a Geographic Information System (GIS) and permitting program.
6. Ensure strict adherence to safety practices and regulations.
7. Perform other duties as assigned.

WORK ENVIRONMENT

Some of the work is accomplished in an office setting while the remainder is accomplished outdoors. The outside work may occur throughout the year, occasionally under adverse weather conditions and requires a considerable amount of physical activity while performing resource management duties, conducting field inspections, and accomplishing land and shoreline management administration duties. Will be required to occasionally operate light equipment such as motorboats, all-terrain vehicles, and sprayers. Occasional travel may be necessary. Meetings and job-related activities may take place outside of normal business hours. There may be requirements to attend workshops, seminars or schools relating to real estate management, natural resource management, or other business and administrative fields.

PHYSICAL ACTIVITY REQUIRED

LIFTING	Never	Occ	Freq	Cont
10 lbs			X	
11-15 lbs			X	
26-50 lbs		X		
51-75 lbs	X			
76-100 lbs	X			
+100 lbs	X			

SEEING	Never	Occ	Freq	Cont
Near Vision				X
Far Vision			X	
Color Vision				X

	Never	Occ	Freq	Cont
VERBAL COMMUNICATION			X	

REACHING	Never	Occ	Freq	Cont
Out		X		
Overhead		X		
Low (below knees)		X		

CLIMBING	Never	Occ	Freq	Cont
Stairs			X	
Ladder		X		
Other			X	

AGILITY	Never	Occ	Freq	Cont
Balancing		X		
Bending Over			X	
Carrying		X		
Crawling		X		
Eye/Hand/Foot Coordination			X	
Grasping		X		
Kneeling			X	
Pulling		X		
Pushing		X		
Sitting			X	
Standing			X	

REVIEWED BY	Personnel Committee	Date	1/28/16
APPROVED BY	Don Kraus	Title	General Manager
DATE APPROVED			
REVISED DATE			