

**DESCRIPTION:** Under administrative direction, administers and oversees the operation of local, state and federal grant based programs for the Nebraska Tourism Commission. Including the development of agency policies and procedures; grant writing for state projects; and managing the Commission's requests for proposal processes through the supervision of agency staff. May also serve as backup to the Director and perform related work as required.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Supervises the agency's local, state and federal grant programs including the development of guidelines, implementing the application process, consulting with the review committee, contact applicants regarding eligibility questions, and overseeing the distribution of funding reimbursements.

Serves as the liaison with local, state and federal agencies and the Legislature regarding the development of policies and statues relating to grants.

Directs the grant writing for state funded projects, recommending the utilization of state funds; including the identification and development of partnerships with other local, state and federal agencies.

Develops reports and cost analysis to determine project effectiveness and prepares recommendations for grant functionality.

Supervises and evaluates the work of agency grant management and operations staff.

Analyzes and reviews operating practices and management methods to improve work flow, simplify reporting procedures, and implement cost reductions.

Attends all commission meetings to address agency and industry issues with the Director and Commissioners.

Manages the requests for proposal processes for the agency, ensuring all necessary documentation is accounted for and working with the review committees to analyze grant applications and oversee the selection process.

Oversees the staff responsible for generating content for the agency's website and annual publications such as the Nebraska Travel Guide.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: the principles and practices of administration including planning, organizing, staffing, and budgeting; the goals and methods of practice used by professions participating in tourism programs; social and economic factors affecting the State; the techniques of policy and/or program research, planning, and evaluation; the procedures of grant writing and grants management; federal and state statutes and administrative regulations relating to the tourism industry; organizational behavior and management techniques; current techniques and practices of group dynamics, community organization, public relations, and volunteer management.

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Ability to: plan, formulate, and execute policies and programs; manage administrative and/or program operations and activities; communicate orally and in writing with persons representing divergent backgrounds, interests, and viewpoints, to exchange administrative and/or program information; administer and interpret program legislation and administrative and/or program evaluation reports and recommendations; evaluate and select policy options and plans of administrative action as solutions to agency wide issues and problems; prepare, review, and analyze statistical and other reports; assess staff progress toward achievement of program objectives and adherence to program standards; evaluate and counsel subordinates; analyze the critical elements of operational problems related to planning and directing administrative or program activities; develop and implement program objectives and performance goals; evaluate tourism programs to determine whether improvements can be made; maintain and establish working relationships with state, federal, and private organizations and local professionals; speak to agency, government, or community groups.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in hospitality, business administration, public administration, marketing, economics, accounting, the social/behavioral sciences, or related field; AND five years of experience in the tourism industry or the one of the fields listed above. Related experience may be substituted for education on a year-for-year basis.

**SPECIAL NOTE:**

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).