

STATE OF NEBRASKA CLASS SPECIFICATION
NATURAL RESOURCES DEPUTY DIRECTOR

EST: 01/73 – REV: 11/09
CLASS CODE: G45370

DESCRIPTION: This is supervisory, administrative work assisting the agency director in establishing and administering the department policies, procedures, organization, budget and work assignments. This position is assigned primary responsibility for gathering and analyzing scientific and technical data required by the Department. The Deputy Director may perform any of the duties of the Director except those limited by law to the Director. Work is performed independently under administrative direction within broad guidelines; performs related work as assigned.

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.)

Advises and assists the Director in formulating and administering department policies, budget organization and work assignments.

Assists in formulating state water policies, particularly as they pertain to water quantity issues. This includes working with the legislature, other state and local agencies and public interest groups.

Oversees the general administration of the department; assuming responsibility for the department's operation in the Director's absence.

Assists the Director in administering interstate compacts and decrees. Serves as the State's Representative on technical committees for compacts and decrees. Provides technical and administrative history information to attorneys involved in interstate lawsuits and to negotiators during their settlement talks. Often serves as a member of the negotiating team.

Supervises the Department's scientific data collection and analysis, including the collection, storing, quality control and analysis of stream flow, reservoir and canal diversion data.

Oversees the work of consultants and prepares special reports related to surface water or surface and ground water interactions.

Assists the Director in prescribing rules and regulations for permit applications and groundwater management plans.

Provides technical support and assists the Director in water rights hearings and analysis of permit applications. Assists in writing opinions on water rights applications.

Supervises the preparation and distribution of department newsletters, presentations and information concerning the agency's role and services to the citizens of Nebraska.

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FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: budgetary procedures; legislative process; state statutes and department rules and regulations; hydrology, hydraulics, geology, soil and water conservation, ecology and agriculture; and modern principles of water resource management and comprehensive basin planning.

Ability to: supervise subordinates, handle administrative functions of the agency, and communicate effectively.

Skill in: applying hydrologic and system analysis techniques; computer applications for hydrologic analysis.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

A general qualification guideline for positions in this class is a Master's degree in engineering, hydrology, geology or related field, or registration as a Professional Engineer (PE) or Professional Geologist (PG), and seven to ten years of experience performing technical and administrative duties related to water resources management, with a minimum of two years in a supervisory position; OR any equivalent combinations of education, training and/or experience that will enable an individual to possess the required knowledge, skills and abilities.

SPECIAL NOTE:

State agencies must evaluate each of their positions to determine their individual overtime eligibility status. FLSA regulations state positions cannot be exempted based on job title; rather, the duties and responsibilities of each position must be evaluated by application of FLSA exemption criteria.