

DESCRIPTION: Under administrative direction, directs and oversees the day-to-day management and operations of two or more programmatic or technical divisions within the agency. Assists the agency director in establishing and administering department policies, procedures, organization structure, budget, and work assignments.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Positions in this class are differentiated from the Natural Resources Operations and Administration Director class by their technical expertise and area of control. The Natural Resources Operations and Administration Director manages the business operations of the agency including budgeting, accounting, purchasing and personnel. Whereas the Natural Resources Assistant Director manages a group of highly technical divisions over the Agency's program operations and staff in areas such as Water Administration and Planning, Permitting, and/or Engineering Services, which all require a high level of technical experience that is not required by the Operations and Administration Director.

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

Assists the Director in formulating operating and/or administrative strategies, policies, and procedures for the agency.

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 operation of assigned agency programs or functions such as water planning, floodplain management, safety of dams, water administration, and field operations to ensure compliance with state, federal, and local requirements including periodic applications for grants, cost tracking and reimbursement requests, and reporting.

Directs efforts to evaluate work processes with the objective of identifying, designing, and implementing improvements to increase effectiveness, efficiency and public interaction related to assigned divisions. This may involve proposing and advocating for changes to existing statutes, rules and policies.

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.

Oversees the agency's water budget analysis and water resources modeling functions pertaining to allocation of water supplies in river basins and reaches and for evaluating compliance with interstate compacts, decrees and agreements.

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. May serve as a member of the negotiating team.

G45380 – NATURAL RESOURCES ASSISTANT DIRECTOR (continued)

Supervises the agency'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.

Provides input to the annual and biennial budget processes, regularly evaluates budget status for assigned divisions.

Provides input for the preparation and distribution of department newsletters, presentations and information concerning the agency's role and services to the citizens of Nebraska. Attends public meetings throughout the State to explain and coordinate the agency's activities in local areas.

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

Knowledge of: federal and state laws and regulations relevant to the assigned agency divisions and their programs and functions; the principles of supervision and staff development; business and management principles including strategic planning, resource allocation, human resources, leadership and coordination of people and resources; standards and practices; soil and water conservation, ecology and agriculture; and, as appropriate, modern principles of water resource management and comprehensive basin planning, engineering constructs, hydrology, hydraulics, and geology.

Skill in: communicating to convey information so others will understand; using logic and reasoning to identify strengths and weaknesses of alternative solutions; recognizing problems, developing and evaluating options, and implementing solutions; effectively delegating authorities and overseeing processes; communicating effectively.

Ability to: learn, apply and interpret state statutes, agency policies, and procedures relating to areas of responsibility; oversee and control the functions of statewide programs; plan, assign and supervise the work of others and analyze work quality; establish and maintain effective relationships with the public, federal, state and local agencies; establish program objectives or performance goals and assess progress; formulate policies to meet identified needs, goals or objectives; exercise judgment, decisiveness and creativity in critical and/or unexpected situations.

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

Master's degree in engineering, hydrology, geology or related field, AND five years of experience performing technical and administrative duties related to water resources management, including experience in a supervisory position. OR a Bachelor's degree in engineering, hydrology, geology or related field, AND seven years of experience performing technical and administrative duties related to water resources management, including experience in a supervisory position.

SPECIAL NOTE:

Specific positions in this classification require registration as a Professional Engineer (PE) in lieu of the educational requirements listed above.

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