

DESCRIPTION: Under limited supervision, serves as principal advisor and action officer to the Military Master Planner for master planning, programming, research and regulatory matters. Performs related tasks 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.)

Assist the Military Master Planner (MMP) with development, research, coordination, and maintenance of the Nebraska Army National Guard (NEARNG) master plans, the Long Range Construction Plans (LRCP), State and federal capital plans, and facility life cycle plans. Assist in the development and update of the NEARNG Real Property Development Plan (RPDP).

Research and coordinate the activities of various public and private organizations during design, development and implementation for the NEARNG CFMO to produce the best results.

Assist with collection, research, input, update and maintenance of data into various databases required by State and federal authorities.

Serve and provide input to Agency workgroups and committees. Serve as facilitator and/or secretary as necessary; oversee the recording and distribution of notes and minutes.

Validate and analyze real property quantities and translate into procurement specifications. Determine real property requirements by translating and analyzing master planning goals into a prioritized list of operations, maintenance and construction (M&R) projects.

Assist with development, research and execution of the State's Military Construction (MILCON) program documentation for review and approval.

For MILCON and M&R projects, provide information and contribute to design and scope; prepare estimates and economic analyses. Develop time, budget, manpower and resource estimates required for planning and project design phases.

Perform analysis of existing real property assets to ensure capability of supporting assigned missions and future expansion requirements; provide relevant information and make recommendation to the MMP and/or agency leaders. Identify land use activities and actions that may impact State and/or Federal law.

Organize and facilitate the Proposed Project Management Sheet (P2MS) and 420 project validation forms, administrative process and required signature approval process.

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

Knowledge of: Military Dept. regulations and chain of command; military missions/objectives; planning processes/theories/techniques; multi-disciplinary integration; project design; management techniques; budget processes; real estate principles, practices & laws; basic legal requirements and restrictions of contracts and their administration; fundamentals of mathematics required in the work; principles and concepts of building construction and land management; city, state and federal construction codes and regulations; environmental laws; supervisory practices/techniques; project management; military information systems/software.

Skill in: communicating/presenting information, both orally and in writing, to diverse groups of people; facilitation/coordination of activities; analyzing data and plans; developing reports; preparing bids/estimates; identifying problems and developing solutions; preparing basic maps using GIS software; multi-tasking; achieving consensus between disparate user groups as plans are developed and codified.

Ability to: interact with all levels of staff, government officials and the public; interpret and explain technical specifications and standards; maintain accurate records; prepare clear and concise reports.

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

Bachelor's degree in Planning, Public Administration, Geography, Civil Engineering or Facility Management and one year of experience in planning, facility management, civil engineering or related field and two years' experience in Geographic Information Systems and/or Construction Management.

SPECIAL NOTES:

Significant travel across the state is required. Positions in this class require the employee to possess a valid driver's license or provide independent, authorized transportation.

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).