

PROVISIONAL MQs

DESCRIPTION: Under limited supervision from the administrator, serves as the program manager for the Nebraska Ethanol Board. Independently plans, directs and manages the overall education, promotional and developmental services and programs affecting ethanol plants in the state. Has program management and decision-making authority and has planning, budget and/or supervisory responsibilities. Consultation with superiors occurs on a periodic basis to establish general guidelines for the programs assigned; performs 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.)

Advises the media and consumers about ethanol fuels, distiller grains, environmental benefits of biofuels, jobs and internship opportunities, and other programs relevant to the biofuel sector.

Assists in the development and implementation of agency programs and ethanol-related legislation.

Manages agency research program and database. Supervises maintenance of comprehensive ethanol industry production capacity reports and rack pricing data.

Gathers and analyzes marketing information from various sources including fuel retailers and wholesalers, ethanol producers, agency staff, marketing publications and fuel databases in order to track sales trends and ethanol sales volume.

Develops and fosters relations with ethanol producers, fuel retailers and marketers.

Guides staff in planning and executing annual and special events. Coordinates with marketing staff to develop and implement communication and marketing strategies and content of media advisories.

Confers with agency staff members, agency advisors, ethanol producers, fuel marketers and ethanol project partners to develop programs designed to foster the use of ethanol and co-products in Nebraska and the region.

Presents ethanol project concepts to fuel marketers to illustrate the advantages of offering new ethanol fuel products at retail locations.

Evaluates ethanol program strengths to determine the effectiveness of strategies and the value of various partnerships.

Consults with ethanol program partners during all phases of project development to ensure that all logistical, media and budget details are covered.

Evaluates marketing barriers in Nebraska to determine ways that ethanol fuels can be more effectively presented to consumers and by which ethanol fuels can be enhanced and sales expanded.

Assembles and directs project personnel consisting of representatives from partner organizations, interns and volunteers.

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Plans and conducts overall training of staff assigned to ethanol programs and events, teaching agency policy and methodologies of the specific program.

Participates in the development of the program budget and monitors program expenditures according to budget allocations; completes and administers grants as necessary.

Directs and supervises agency staff members in the Administrator's absence.

Supervises public information staff and interns.

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

Knowledge of: state government resources; the ethanol industry; ethanol development process; basic industrial development techniques; role of regulatory agencies; the scope and impact of the program and activities directed and their relationship with programs and units within the division; the organizational structure, functions, policies, and standards of the agency; source material and guidelines for resolving unprecedented problems; the organizational structure, functional relationships, and administrative processes of the executive and legislative branches of state government; the federal and state laws and administrative regulations that govern the operations directed. Ethanol and agriculture industry in Nebraska. State and federal statutes, regulations and policies affecting ethanol or agri-business industries; the principles of management and public administration; the purposes, functions, policies, governing laws, and regulations of the ethanol relevant section; technical terms and jargon applicable to specialty program; department policies and procedures.

Ability to: Understand and support management policies and procedures that impact established short and long term goals; develop and evaluate options and plans of action for solving organizational and operational problems; coordinate, monitor and evaluate effectiveness of program operations and activities; develop and implement program objectives and performance goals; assess staff progress toward achievement of program objectives and adherence with program standards; communicate in a clear and concise manner; express information to individuals and groups, taking into account the audience and nature of the information; listen and respond to others appropriately. Plan, organize, and assign the work of subordinates; apply principles and practices to the operations directed; train and evaluate supervisors and/or staff effectively based upon their capabilities and performance; communicate with persons representing divergent backgrounds, interests, and viewpoints to exchange administrative/program information and to explain program operations and management decisions; prepare administrative, legislative, and program reports and recommendations; analyze the critical elements of an operational problem pertinent to the planning and directing of program activities.

MINIMUM QUALIFICATIONS:

Any combination of training and/or coursework that will enable the incumbent to possess the required knowledge, abilities and skills. A general qualification guideline for positions in this class is post high school coursework or training in: accounting, finance, management, economics and marketing plus three years of related experience. General business experience with an emphasis on agri-business and petroleum/refining industry.

SPECIAL NOTES: 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).