

DESCRIPTION: Under administrative direction, position serves as principal advisor and action officer to the Supervisory Facility Plans & Programs Management Specialist (SFPPMS) on all master planning, real property and regulatory matters. Is responsible to develop, maintain, coordinate and execute a 25 year Real Property Development Plan (RPDP), Long Range Construction Plan (LRCP), State and Federal Capitol Plans and Facilities Life Cycle Plan to support the missions of the Nebraska National Guard.

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 in defining the missions of the Nebraska Army National Guard (NEARNG).

Develop a highly detailed 25 year Real Property Development Plan (RPDP) to include land, building, equipment, supplies and staffing needs, to support the missions of the NEARNG.

Perform economic analysis of all projects and assist in the estimation and assignment of appropriate resources; formulate budget requests.

Oversee development and implementation of an Enterprise Geographic Information System (EGIS).

Estimate project duration, manpower needs and costs, identifying necessary program/project constraints and analyze raw data needed to produce program schedules.

Develop and maintain program schedules to support and execute the master plan (RPDP).

Manage the operations and supervises staff of the planning and programming branch.

Oversee collection, input, update and maintenance of data into several databases which support the conclusions and justifications identified in the master plan and contribute to the development of overall National Guard Bureau (NGB) master plan.

Manage Army National Guard real property. Execute acquisition, management and termination of property interests. Determine appropriate property acquisition methods. Coordinate/oversee appropriate inspections, title searches and environmental studies to ensure compliance with all applicable laws.

Develop clauses outlining terms and conditions related to contracts, leases, licenses and other authorizing documents. Negotiate terms and conditions to maintain compliance, satisfy user needs and maintain cost efficiency.

Maintain an accurate Facility Inventory and Stationing Plan (FISP), Army Stationing and Inventory Plan (ASIP) and other real property inventories. Validate real property quantities and translate into procurement specifications.

Coordinate with State Army National Guard Energy Program Manager to implement requirements within project scope and provide State energy data to National Guard Bureau by request or mandate.

Coordinate integration of the Range Development Plan (RDP) into the RPDP.

Integrate the Range and Training Land Program (RTLP) and Range Complex Master Plan (RCMP) into the RPDP.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and 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 applications; property acquisition and disposal methods; data collection methods; inventory methods;

Skill in: planning; communicating/presenting information, both orally and in writing, to diverse groups of people; facilitation/coordination of activities; implementation/execution of plans; analyzing data and plans; developing reports; preparing bids/estimates; identifying problems and developing solutions;

Ability to: plan and coordinate multiple large-scale construction projects; make timely and cost effective decisions; interact with all levels of staff, government officials and the public; supervise, organize, delegate, guide and direct the work of staff and consultants/contractors; develop work objectives and priorities; manage deadlines; interpret and explain technical specifications and standards; maintain accurate records; prepare clear and concise reports; manage activities/projects; develop/maintain website;

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

Knowledge of: general master planning, civil engineering and architecture concepts and practices; basic facilities management requirements for various types of facilities; ArcGIS, CADD and Microsoft Office products; principles of database management;

Skill in: planning for facility development; conceptualizing plans and project designs; preparing basic maps using GIS software; multi-tasking job responsibilities effectively and efficiently; achieving consensus between disparate user groups as plans are developed and codified.

Ability to: adapt standard practices and apply innovative techniques to develop plans and programs for the use and functional layout of facilities; present both oral and written communication effectively to individuals and groups.

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.)

Any combination of education, training and/or experience that will enable the incumbent to possess the required knowledge, skills and abilities. A general qualification guideline is: Master's Degree in Planning, Public Administration, Geography, Civil Engineering or Construction Management plus a minimum of one year experience in Planning, Public Administration and/or Civil Engineering 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 a substitute licensed driver.

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