

# Upper Niobrara White Natural Resources District

Job Title: Natural Resources Coordinator

Immediate Supervisor: Manager and Assistant Manager

Employee is responsible for operation and administration of NRD Conservation Tree program and other projects and programs as assigned by the District General Manager under the direct supervision of the Assistant Manager. Employee is expected to balance field and office duties needed to accomplish the work. Daily operations will be performed with limited supervision.

## Duties & Responsibilities:

1. Oversee and administer the UNWNRD Conservation Tree Programs under the direction of General Manager that includes:
  - Design, flagging and inspection of conservation tree projects
  - Order and distribution of plant and fabric materials
  - Assist in customer billing and collection activities
  - Assist with the inventory and tracking of goods for sale
  - Serve as liaison with tree planting contractor
  - Coordinate with NRCS on contractor planted tree plans
  - Maintain tree planting equipment
  - Compile, format, maintain and report Conservation Tree Programs data as requested
2. Coordinate the No-till drill program
  - Schedule and deliver No-till drills for use by constituents
  - Perform routine maintenance
  - Assist with customer billing
3. Assist NRD Water Programs
  - Conduct field inspection of private Chemigation systems
  - Conduct collection of water use data and information
  - Conduct field collection of water quality samples
  - Conduct field collection of water levels
  - Assist with water data analysis and reporting as requested
  - Obtain and maintain Natural Resources Groundwater Technician Certification
4. Carry out other duties as assigned by General Manager

## Minimum Qualifications:

A four-year degree in a natural resource related field preferred and valid driver's license required. Ability to communicate with constituents from varied backgrounds is necessary. A basic understanding of natural resources conservation is necessary. Must be computer literate in Microsoft Office Suite with the ability to learn ArcView. Must be able to bring about actual accomplishments quickly and efficiently. Must be able to perform manual labor, operate electronic, mechanical and power equipment and work a variable schedule.