



Central Platte Natural Resources District

JOB VACANCY ANNOUNCEMENT

Easement Administrative Specialist

Location: Grand Island, Nebraska

Application Deadline: November 16, 2018

Anticipated Start Date: Negotiable

Position and Salary Information:

Three-year position with opportunity for extension, pending available funding. Starting salary \$22,500 - \$25,000/year. Position includes full benefits package including health insurance, dental, vision, and retirement.

Duties:

Provide administrative support for the Natural Resources Conservation Service (NRCS) administration of the Agriculture Conservation Easement Program (ACEP). This position will work in a joint capacity with Central Platte Natural Resources District (CPNRD), NRCS, and Rainwater Basin Joint Venture (RWBJV) staff. Activities include deadline management, assist with mailings/landowner outreach, schedule site and easement monitoring visits, and organize reporting paperwork. This position will collaborate with staff working in the central Platte River, central Loess Hills, and Rainwater Basin to complete program outreach, wetland restoration, easement monitoring, and enforcement. Partners include: Ducks Unlimited, Natural Resources District, Nebraska Game & Parks Commission, Pheasants Forever, Rainwater Basin Joint Venture, and U.S. Fish & Wildlife Service.

Primary Responsibilities:

- Set up landowner meetings for NRCS and partner staff to review lands with conservation easements.
- Ensure necessary paperwork and documentation associated with each easement is organized and filed appropriately.
- Assist with mailings and outreach to increase program enrollment.
- Provide information and ensure timely correspondence with landowners and staff.
- Ensure application packages, reports, and documentation are provided to the NRCS State Office and/or National Headquarters to meet reporting requirements.

Duty Location and Supervision:

This position will be housed in the United States Department of Agriculture (USDA) Service Center located in Grand Island, Nebraska. This position will be supervised by CPNRD's General Manager. Day-to-day activities will be outlined by NRCS's Assistant State Conservationist for the Central Area and NRCS Easement Team Leader.

Required Knowledge/Skills:

- Excellent oral and written communication as well as organizational skills.
- Ability to manage calendars and organize multiple schedules to ensure quality customer service for landowners enrolled in ACEP.
- Must be able to work with diverse personalities including private landowners, government agency staff, and conservation representatives.
- Ability to work independently with little supervision.
- Computer skills in: MS Word, MS Excel, and MS Access.

Training and Experience Guideline:

Any combination of training and/or experience that will enable the applicant to possess the required knowledge and skills.

To apply, email application package (cover letter, resume, transcripts) to Lyndon Vogt vogt@cpnrd.org or mail directly to:

Central Platte Natural Resources District
Attn: Lyndon Vogt
215 Kauffman Ave
Grand Island, Nebraska 68803

For more information about the position, contact Andy Bishop, Rainwater Basin Joint Venture Coordinator, at (308) 380-8691 andy_bishop@fws.gov – www.rwbjv.org or Lyndon Vogt, General Manager, Central Platte Natural Resources District at (308) 385-6282 vogt@cpnrd.org – www.cpnrd.org