

**LOWER ELKHORN NATURAL RESOURCES DISTRICT
BAZILE GROUNDWATER MANAGEMENT PROJECT COORDINATOR
Job Description**

Nature of Work

This professional position provides assistance, with cooperating agencies of the Bazile Groundwater Management Area, requiring the project coordinator to work closely with local, state and federal environmental agencies to implement the goals of the Bazile Groundwater Management Area (BGMA) Plan. The Project Coordinator will regularly interface with the University of Nebraska Lincoln Bazile Extension Educator in pursuit of the goals of the Plan, though no supervisory duties are assigned to the Project Coordinator position. The Plan receives periodic review and updates as necessary, and the partners are committed to the long term goals of the project. .

The position is funded by a partnership agreement between the Natural Resources Conservation Service (NRCS) and the Lewis and Clark, Lower Elkhorn, Lower Niobrara and Upper Elkhorn Natural Resources Districts. The project coordinator may be headquartered at the Lower Elkhorn Natural Resources District (NRD) in Norfolk, Nebraska, or within one of the NRCS field offices within the management area, but will be required to allocate time outside of the office, interacting directly with landowners, farm operators, and other conservation professionals throughout the management area.

Principal Duties and Tasks

The Project Coordinator will work independently with agricultural producers, homeowners, businesses, community leaders and youth to educate and encourage the adoption of best management practices in an attempt to improve groundwater quality and quantity within the project area (see Project Implementation Plan). Duties include, but are not limited to:

Work with project partners to implement the BGMA plan and develop a detailed annual scope of work. Provide leadership as necessary to update the management and project implementation plans, and to maintain and track payment of conservation practice incentives.

Be familiar and knowledgeable with NRCS guidelines and processes to effectively take producers through an EQIP contract.

Develop and deliver effective educational seminars, workshops and public meetings.

Identify and recruit landowners to enroll land in field demonstration plots and Best Management Practices (BMP's) where appropriate.

Schedule field activities, educational and group focus meetings and field tours of BMP demonstration plots.

Visit with producers individually to promote BMP's.

Create working relationships with fertilizer dealers, crop consultants and well drillers.

Prepare annual mailings, quarterly news releases and associated news articles.

Coordinate communication between landowners and NRD staff regarding plant tissue, standard soil and vadose zone sampling; prior to and post implementation of BMP's.

Ensure participation in educational activities and BMP implementation and monitor plant tissue, soil and water sampling results to gauge the changes in groundwater quality as the project progresses.

Inform and assist communities on developing wellhead protection areas within the BGMA, and cooperate with the Source Water Protection Specialist to ensure program success.

With cooperation and information provided by colleagues, prepare and submit monthly and annual reports and give presentations to participating NRD boards. Plan and facilitate monthly partnership meetings, and develop meeting agendas and materials to keep partners informed.

Apply for various local, state and federal grants to promote Goals and Objectives of the BGMA Plan.

Knowledge, Skills and Abilities

Ability to establish professional and effective working relationships with private landowners.

Ability to establish professional and effective working relationships with federal, state and local governmental employees and officials, co-workers, and a diverse general public.

Ability to communicate technical information to nontechnical audiences both orally and in writing.

Good organizational skills and ability to prioritize tasks and take on new assignments.

Skilled in reading and interpreting maps and the public land survey system.

Working knowledge of nutrient and irrigation best management practices (BMP's) in agricultural production which includes row crop and livestock.

Ability to pass a background check.

Work with ESRI ArcGIS or ArcInfo, and Microsoft Access, Excel, Word, and PowerPoint.

Ability to work in a field setting including navigating rough terrain, inclement weather and extreme temperatures. Must be able to lift and carry 80 pounds or more.

Desired Qualifications

Graduation from an accredited four-year college or university specializing in natural resources, agriculture or related scientific field of study.

Minimum Qualifications

Minimum of two years experience or equivalent working with individuals and communities to conserve and protect their water resources.

Necessary Requirements

Must have a water well monitoring technician's or NRD technician's certification, or the ability to obtain such certification within one (1) year of appointment.

Must have a valid Nebraska Driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

This position was prepared to indicate the kinds of activities and levels of work difficulty required of this position. It is not intended as a complete list of specific duties and responsibilities.