

**TWIN PLATTE NATURAL RESOURCES DISTRICT (TPNRD)
JOB DESCRIPTION**

TITLE: Water Data Program Coordinator

POSITION: Administrative or Professional

DUTIES:

General Responsibilities for Water Data Program

(Required in Integrated Management Plan)

- Agreement with GiSC
- Information for irrigation wells (*diesel/gas/electric powered*)
 - Cooperation with electric providers for electric wells
 - Installation & Coordination of run time monitors in diesel/gas powered wells & as needed in electric wells (*Coordination with Water Programs Field Coordinator*)
- Obtaining irrigation well flow rates
 - Using a TPNRD ultrasonic flow meter
 - Assistant by other TPNRD personnel using a TPNRD ultrasonic flow meter
- Coordination with Consultants
- Data Storage & Management
- Validation of the data obtained by GiSC
 - Monitoring equipment (*Coordination with Water Programs Field Coordinator*)
 - Installation
 - Maintenance
- Wireless communication (*Coordination with Water Programs Field Coordinator*)
- Dissemination of Information

Assist other TPNRD Personnel

Maintenance

- Assigned Equipment & Vehicles

Other Duties

- As assigned

IMMEDIATE SUPERVISOR: Integrated Management Plan Manager

QUALIFICATIONS:

Education / Experience:

- Associate's or Bachelor's degree in Water Resources, Natural Resources, or Agricultural related fields; or experience related to the duties of the general responsibilities for the Water Data Program

Skills and Characteristics:

- Proficiency in the use of Microsoft Office software
- Ability to work with and maintain field equipment desired
- Ability and initiative to plan, coordinate, and execute the duties assigned under only general supervision
- Ability to customarily and regularly exercise discretion, and independent judgment
- Ability to deal with varying circumstances and conditions, and to use sound judgment
- Ability to work well with people in executing the duties assigned
- Ability to manage multiple projects and programs

Other

- A current driver's license valid in Nebraska and a good driving record

INFORMATION

Work Locations to Carry Out Duties

- Office of the TPNRD
- In the Field Throughout the TPNRD

Office located at 111 South Dewey Street, North Platte, NE

Regular office hours are Monday – Friday, 8:00 am to noon and 1:00 pm to 5:00 pm

- Additional work hours will occasionally occur on weekdays or on a weekend day

TPNRD vehicle will be provided for work duties outside the TPNRD office

Salary

- Determined from Salary Schedule policy
- One-twelfth of annual salary paid monthly
- The position is Administrative or Professional as defined by the Fair Labor Standards Act and additional compensation is not paid for overtime

Anniversary Date

- The first day of the month following the date employment begins

DATE EFFECTIVE:

April 8, 2021