

# **POSITION ANNOUNCEMENT**

## **NEVADA ASSOCIATION OF COUNTIES**

### **NATURAL RESOURCES MANAGER**

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The Nevada Association of Counties (NACO) has an exciting opportunity for a Natural Resources Manager. This position will assist Nevada's county governments in addressing the impacts that natural resources and public lands have on the services they provide, their fiscal condition as well as on local economies and quality of life. The ideal applicant will have a detailed understanding of laws and policies relating to natural resources and public lands, as well as the ability to communicate and work with a diverse range of stakeholders.

The minimum qualifications for this position are a bachelor's degree in range or wildlife management, geology or hydrology, engineering, environmental science, public policy, economics or a related field and at least two years of relevant experience, or any equivalent combination of education and experience. Knowledge of natural resources laws including but not limited to the National Environmental Policy Act (NEPA), Federal Land Management and Policy Act (FLPMA), and the Endangered Species Act (ESA) is essential. A Masters or Law degree is highly desirable.

Representative duties are:

- analyze and evaluate proposed federal and state legislation and regulations that impact county governments.
- research and develop public lands and natural resources policy positions for adoption by the NACO Board of Directors.
- represent NACO at meetings with the Bureau of Land Management, U.S. Forest Service, U. S. Fish and Wildlife Service, the State of Nevada, the National Association of Counties, and other relevant agencies and organizations.
- monitor and track federal agency actions relative to natural resources as they may impact Nevada's counties and participate in the NEPA process on behalf of Nevada's counties.
- assist outside counsel in preparing for occasional natural resources-related litigation.

The starting salary is \$55K to \$64K. NACO contributes to the Public Employees Retirement System (PERS) and pays 100% of employee health benefit premiums; also, as a governmental organization NACO employees are eligible for the Public Service Loan Forgiveness Program. The position is located in Carson City, Nevada and requires a moderate amount of in and out of state travel. To apply, email your resume and a letter of interest to [info@nvnao.org](mailto:info@nvnao.org)

This position may be filled at any time. NACO is an equal opportunity employer.

*The Nevada Association of Counties (NACO) was founded in 1924 and is a nonpartisan, nonprofit corporation. The membership is composed of Nevada's county government officials and represents all seventeen Nevada counties.*

# **JOB DESCRIPTION**

## **NATURAL RESOURCES MANAGER**

### **NEVADA ASSOCIATION OF COUNTIES**

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#### **FLSA Status: Exempt**

**DEFINITION:** This position will assist Nevada's county governments in addressing the impacts that public lands and natural resources have on the services they provide, their fiscal condition as well as on local economies and quality of life. Provides information to members and manages coordinated activities on behalf of NACO and NACO's members including drafting written responses and conducting research on natural resources and public lands activities. Performs policy analysis on federal natural resources land management actions that may affect counties including planning and NEPA documents developed by federal land managers in Nevada and other federal and state policies.

**DEFINITION OF POSITION:** This position works under the general guidance of the NACO Executive Director and collaborates directly with NACO members on approved priorities.

#### **ESSENTIAL FUNCTIONS:**

1. Analyze and evaluate proposed federal and state regulations, laws, and plans that impact county governments.
2. Research and develop public lands and natural resources policy positions for adoption by the NACO Board of Directors.
3. Represent NACO at meetings with the Bureau of Land Management, U.S. Forest Service, U. S. Fish and Wildlife Service, the State of Nevada, the National Association of Counties, and other relevant agencies and organizations.
4. Monitor federal agency actions relative to natural resources as they may impact Nevada's counties and participate in the NEPA process on behalf of Nevada's counties.
5. Assist outside counsel in preparing for occasional natural resources-related litigation.
6. Provide information and assistance to members regarding federal actions that may affect them.
7. Prepare comments on federal land use plans and federal and state policies by gathering data, drafting documents, and coordinating with relevant groups and affected members and county staff.
8. Assist in the development of training and educational panels for members.
9. Occasionally facilitate and lead meetings among various groups.

#### **QUALIFICATIONS FOR EMPLOYMENT - *Knowledge, Skills, and Abilities:***

##### *Knowledge of:*

- Natural resources laws including but not limited to the National Environmental Policy Act (NEPA), Federal Land Management and Policy Act (FLPMA), and the Endangered Species Act (ESA);
- The NEPA process including preparation of comments;

- County, State and Federal Government;
- Funding mechanisms of local, state and federal agencies;
- Methods and principles of data collection, retention, and statistical report preparation;
- Personal computer operations and intermediate functions and features of common word processing, spreadsheet, email, and calendar management software; and
- Pertinent federal, state and local laws, codes, and regulations.

*Skill to:*

- Plan, organize, and manage diverse tasks;
- Work with a broad and diverse range of stakeholders at the local, state and federal levels;
- Analyze and understand detailed scientific and legal concepts;
- Synthesize large amounts of detailed information in order to articulate it to others and form simple and concise policy positions; and
- Communicate and collaborate well with others.

*Ability to:*

- Work independently without direct supervision;
- Meet schedules and timelines;
- Produce accurate documents;
- Communicate clearly and concisely, both orally and in writing;
- Maintain confidentiality of work when required by statute, policy, or regulation; and
- Establish and maintain effective working relationships with those contacted in the course of work.

***Required Certifications and Licenses:***

Possession of a driver's license or alternate means of travel.

***Experience and Training:***

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Bachelor's degree in range or wildlife management, geology or hydrology, engineering, environmental science, public policy, economics or a related field and at least two years of relevant experience, or any equivalent combination of education and experience. Knowledge of natural resources laws including but not limited to the National Environmental Policy Act (NEPA), Federal Land Management and Policy Act (FLPMA), and the Endangered Species Act (ESA) is essential. A Masters or Law degree is highly desirable.

### ***Physical and Mental/Intellectual Requirements:***

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some bending, reaching, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. Strength and stamina to be sedentary; ability to effectively interpret reports, financial data, and maps; ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external contacts; strength and stamina to drive long distances and to perform occasional light lifting, reaching, bending, and standing for long periods. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and members. Regular and consistent punctuality and attendance.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

### **Working Conditions:**

Work is performed under the following conditions:

Position functions indoors in an office-type environment where most work is performed at a desk. Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events.