



LOWER PLATTE SOUTH

natural resources district

3125 Portia Street | P.O. Box 83581 • Lincoln, Nebraska 68501-3581
P: 402.476.2729 • F: 402.476.6454 | www.lpsnrd.org

Item #8

Memorandum

Date: January 17, 2023
To: Each Director
From: GM Search Committee
Subject: GM Search Schedule & Process

The GM Search Committee has met on December 15th, and January 3rd, 9th, and 16th. The meeting on Monday, January 16th was to finalize the job description and job announcement for the General Manager position. Please find attached a copy of the General Manager Job Description and Job Announcement.

The Committee also reviewed the timeline and process for the application and hiring process. The Committee plans to make the following motion for Board consideration.

Recommend the Board of Directors adopt the procedure and schedule for the selection of a new General Manager: to publish notice of vacancy and solicitation of applications beginning on January 19, 2023 and closing of applications on February 23rd; the GM Search Committee would review applications, select applicants for interviews and conduct interviews before March 24th; and to present a recommended candidate and recommended hiring package to the Board of Directors for an interview for consideration at a Special Board Meeting on April 5, 2023 at 7:00 pm.

PDZ/pz
PDZ

Enc. 2

pc: Corey Wasserburger
Steve Seglin

GENERAL MANAGER

BASIC FUNCTION: Directly responsible to the Chair and the Board of Directors to carry out policies as established by the Board; recommend and participate in the formulation of policies; conduct and administer the affairs of the district, including the day-to-day operations and personnel and financial supervision and management; represent the district in contacts with other agencies, organizations and the public; and coordinate the subcommittees and Board of Directors meetings and activities.

DUTIES, RESPONSIBILITIES, AND AUTHORITY: (The listed examples do not include all of the duties that may be assigned or performed.)

Assign and supervise responsibilities and authorities to district personnel, coordinate their task activities, and oversee and review their work products, techniques, and presentations.

Recommend and administer a personnel management system for all district employees, including position descriptions, performance evaluations, hiring, compensation and benefits, counseling, discipline and dismissal.

Represent the district in contacts with the general public, organizations, agencies and elected officials. Establish and maintain contacts and working relationships with representatives of other local, state and federal agencies, and private and public organizations.

Direct and supervise the structure and day-to-day operations of the district office.

Act as negotiating and contracting officer for the district in planning, right-of-way, design, construction, and other contracts and agreements.

Prepare draft budget, recommend financial policies, and administer with the district Treasurer the revenues, expenditures and investments of the district.

Provide administrative and technical support to district subcommittees and to the Board; conduct research and investigations, provide information, and present recommendations as authorized or requested by subcommittees and the Board.

Provide support, direction, and coordination in the development, updating, and implementation of goals and objectives through district planning processes.

Carry out the actions and policies of the Board to implement various programs and projects in accordance with the district's Master Plan, Long Range Implementation Plan, budget, and applicable statutes, rules and regulations.

Must have valid Nebraska Drivers License.

Physical: Must be able to lift a minimum of twenty (20) pounds.

Position Classification: Full Time/Salary/exempt.

JOB ANNOUNCEMENT GENERAL MANAGER LOWER PLATTE SOUTH NATURAL RESOURCES DISTRICT

The Lower Platte South Natural Resources District (the "LPSNRD") seeks a new General Manager to carry on the important work of the LPSNRD after the retirement of its current General Manager. The General Manager is the chief executive of the LPSNRD, overseeing the organization's entire operation and leading its strategic initiatives with the twenty-one-member Board of Directors.

Key Responsibilities:

- Maintaining and growing the LPSNRD's leadership on natural resources issues.
- Ensuring the stewardship of the LPSNRD's natural resources through existing and innovative approaches.
- Working with the Board of Directors, keeping them informed, and developing and implementing a "strategic vision" with Board input and involvement.
- Executing directives from the Board of Directors.
- Building consensus and forging strategic partnerships.
- Managing staff for efficient and high-quality performance.
- Maintaining fiscal effectiveness and integrity.
- Sustaining public confidence.
- Providing clear leadership, developing effective working relationships, and demonstrating innovative thinking.

Key Skills and Requirements:

The General Manager will need to be able to interface effectively with media and stakeholders, providing clear and competent communications on a wide variety of issues facing the NRD. The General Manager will also need to be knowledgeable and skilled in working with legislative and regulatory bodies at all levels of government.

Natural resources management knowledge and experience is desirable. The General Manager should be able to assess the LPSNRD's current staffing and evaluate future needs, and also bring a fresh perspective to complement the seasoned experience of current staff and the Board.

Other requirements and preferences for a General Manager applicant include:

- Bachelor's degree from an accredited institution required.
- Appropriate experience in general management in an organization or agency at least equivalent in size and scope to the LPSNRD preferred.
- Experience with budgets and financial management of public funds from multiple sources preferred.
- Background in natural resources, and/or public administration preferred.
- Experience in successful negotiations and development of win-win solutions.
- Excellent communication and active listening skills.
- Demonstrated executive skills, including self-starting, effective delegation, directing and credible public relationships.

Organization Information:

The LPSNRD is a widely recognized leader in managing natural resources that benefit both people and the environment in southeast Nebraska. A political subdivision of the State of Nebraska created in 1972 by the Nebraska Legislature, the mission of the LPSNRD is to maintain a sustainable environment through the conservation of land, water and wildlife. LPSNRD is governed by a 21-member elected Board. Water and other natural resources are vital for our quality of life and our state's economy, and nitrates, flood mitigation, and changes in climate are some of the key issues facing the LPSNRD.

The LPSNRD is headquartered in Lincoln, Nebraska. Additional information about LPSNRD can be found at www.lpsnrd.org.

Competitive compensation commensurate with experience and an excellent benefit package is offered.

Please submit (electronic format preferred) a letter of interest, resume, and contact information including e-mail addresses for three work-related references to Corey J. Wasserburger at cwasserburger@johnsonflodman.com or to the following address by 5:00 p.m., February 23, 2023.

Johnson Flodman Guenzel & Widger LLP
Attn: Corey J. Wasserburger
1227 Lincoln Mall
Lincoln, NE 68508

The LPSNRD is an Equal Opportunity Employer.

Application information submitted will be kept confidential, except disclosures required by law.