

**LOWER PLATTE NORTH NRD
JOB DESCRIPTION**

Position Title: GIS & Grants Specialist

Reports To: General Manager

Date Revised: May 2024

Position Summary: The GIS and Grants Specialist is responsible for the NRD's geographical information system (GIS), external grants, information technology (IT)

Essential Functions:

- Develop and maintain GIS applications for various district programs and projects.
- Maintain GIS hardware and software.
- Acquire, update and organize the District's geographic data.
- Provide GIS training and information to District staff.
- Coordinate external grants including research, application, tracking, reimbursements, and reporting with help and guidance from staff and/or contractors.
- Develops and maintains individual grant files and retention plan.
- Coordinate the District's IT needs including networks, hardware, and software with help from staff and/or contractors.
- Perform other job-related duties or special projects as assigned.

Qualifications:

- Bachelor of Science Degree in related field - four years of experience in related fields may be substituted.
- Ability to perform position requirements and essential functions.
- Experience and proficiency with GIS software.
- Experience with grants is preferred.
- Experience with IT is beneficial.
- Valid driver's license and insurable in Nebraska.

Skills

- Self-directed and takes initiative
- Accurate and detailed
- Organized
- Effective communicator – written and verbal
- Detail driven
- Problem solver

Working Environment

Mainly an indoor working environment, on-site, in Wahoo Nebraska. Some work may be completed in an outdoor environment with exposure to outdoor elements or hazards, including adverse conditions such as heat, cold, sun, dust, and pollen. Will also require occasional lifting of up to 40 lbs. Some work is completed outside normal business hours.

Lower Platte North is an Equal Opportunity Employer

Resumes may be sent to: Eric Gottschalk, General Manager, Lower Platte North NRD, PO Box 126, Wahoo, NE 68066 or egottschalk@lpnrd.org by 12:00 pm (Noon) CST, June 21, 2024. A hiring decision is expected within 3 weeks of job closing.