



NEVADA ASSOCIATION OF COUNTIES NATURAL RESOURCES MANAGER

The Nevada Association of Counties (NACO) is currently recruiting a Natural Resources Manager. This position works under the general direction of the NACO Executive Director and collaborates directly with NACO members on natural resources and public lands priorities.

POSITION SUMMARY: Every county in Nevada has Public Lands and 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.

ESSENTIAL FUNCTIONS AND EXAMPLES OF RESPONSIBILITIES INCLUDE:

1. Analyze and evaluate proposed federal and state regulations, laws, and plans that impact county governments.
2. 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.
3. Research and develop public lands and natural resources policy positions for adoption by the NACO Board of Directors.
4. 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.
5. 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.
6. Assist outside counsel in preparing for occasional natural resources-related litigation.
7. Provide information and assistance to members regarding federal actions that may affect them.
8. Assist in the development of training and educational panels for members.
9. Occasionally facilitate and lead meetings among various groups, including being the lead staff for NACO's Public Lands and Natural Resources Committee.

QUALIFICATIONS FOR EMPLOYMENT:

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 regarding federal land actions;
- Funding mechanisms of local, state and federal agencies, along with a general understanding of local, state and federal government responsibilities;
- 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;
- Establish and maintain effective working relationships with those contacted in the course of work.
- Effectively interpret reports, financial data, and maps;
- Interact professionally, communicate effectively, and exchange information accurately with all internal and external customers; and
- Appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers.

Required Certifications and Licenses:

Possession of a valid driver's license.

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 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, coordination, and vision to use keyboard and video display terminal for prolonged periods. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. Strength and stamina to sit and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper. Some bending, reaching, squatting, and stooping to access items, including some reaching above and below desk level. Strength and stamina to drive long distances and to perform occasional light lifting (up to 25 lbs). Cognitive ability to analyze complex report data. Spatial reasoning to read maps. Ability to communicate orally and in writing. Regular and consistent punctuality and attendance.

Working Conditions and Location:

This position is located at the NACO Office in Carson City, NV. Telework is possible under NACO's approved telecommuting policy.

Work is performed under the following conditions:

Position functions indoors in an office-type environment where most work is performed at a desk. A 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.

Compensation and How to Apply:

Please submit a resume along with a cover letter to info@nvnaco.org by October 1, 2024, at 5:00pm. Initial compensation for this position ranges between \$55,000 – \$65,000 annually depending on qualifications. NACO provides fully paid Medical, Vision and Dental Benefits for employees and contributions to the Public Employee Retirement System (PERS). NACO is an Equal Employment Opportunity employer.