

POSITION DESCRIPTION

AGENCY: Big Bend Groundwater Management District #5

LOCATION: 125 South Main – Stafford, Kansas 67578

POSITION TITLE: Project Coordinator

POSITION TIME: Full Time

FLSA STATUS: Non-exempt

SUPERVISOR: District Manager

POSITION DESCRIPTION: Complete duties as assigned by the manager for the purpose of implementation of the Kansas Groundwater Management District Act, District rules and regulations, policies and procedures and management program.

EDUCATION REQUIREMENTS: Bachelor's degree in Agriculture or Science-related field.

QUALIFICATIONS & SKILLS:

- Proven work experience as Project Coordinator or similar role.
- Solid organizational skills, including multitasking and time-management.
- Familiarity with risk management and quality assurance control.
- Excellent verbal and written communication skills.

DUTIES & RESPONSIBILITIES:

- Facilitate progress for projects for state and federal programs.
- Oversee field projects to completion.
- Lead public outreach for programs and projects of the District.
- Assist water users with efficient use of irrigation wells and systems.
- Conduct field inspections for compliance with District policies and rules and regulations.
- Collect research data used in the analyses of the hydrogeologic system of the District.
- Assist in the program development to promote the efficient use and conservation of water.
- Utilize computer applications to complete pertinent job tasks including the use of GIS programs.
- Perform other duties as assigned by the supervisor in an accurate manner within times specified.
- Keep updated on all rules and regulations, policies, and work with the public and other governmental agencies.

Limited overnight stays may be required for meetings, routine field work, and training purposes. Independent judgment is required in this position. Latitude in the organization and scheduling of daily assignments is allowed.

PHYSICAL DEMANDS: Regular use of the telephone and e-mail for communication is essential. Standing or sitting for extended periods is common. Hearing and vision within normal ranges is important for conversations, to receive ordinary information and to prepare or inspect blueprints and drawings. Heavy lifting is not expected. Exertion of up to 20 pounds of force occasionally is required. Good manual dexterity for the use of common office equipment such as computers, calculators, copiers, and measuring tools is required.

Employee Signature & Date

Manager Signature & Date