

Closing Date	8/31/2023
Salary	\$27.382/hr
Job Type	Full-Time/Permanent
Position	Military Master Planner Assistant (#60017740)
Location	Lincoln, NE
Division	Military Department (The Adjutant General)

Position Description:

- Stable employment and hours with regular salary increases
- Thirteen paid holidays per year
- Competitive benefits, paid time off, and retirement, agency free parking and flexible work schedules
 - o 79% employer-paid health insurance with four plans and coverage levels to choose from
 - o Dental, vision, long and short-term disability, flex spending and health savings accounts, employee assistance program, employee discount program, and more!
 - o Generous vacation and sick leave earnings each year (starting at 12 days each!), plus a variety of other leave types
 - o 156% state-matched retirement for state plans
 - o \$20,000 term life insurance at no cost to you, with additional supplemental life insurance options
 - o Wide variety of professional development opportunities
 - o Dependent Tuition Reimbursement Program with six Nebraska community colleges!
 - o Veteran’s Preference & Military Spouse Transition Program
 - o Public Service Loan Forgiveness Program through the federal government possibilities

Location: Construction Facilities and Management Office, 2433 NW 24th Street, Lincoln NE

Examples of Work:

Assist Master Planner with development, research, maintenance, coordination and execution of the State's Real Property Master Plans (RPMPs), Real Property Development Plan (RPDP), Long Range Construction Plan (LRCP), State and Federal capital plans and facilities life cycle plans.

Validate and analyze real property quantities and translate into funding procurement specifications.

Assist the leaders of the Nebraska National Guard to acquire and/or reduce real property to support the Guard's mission in accordance with the Adjutant General's vision and future direction for the organization.

Assist with collection, research, input, update and maintenance of data into various state and federal databases.

Research and coordinate the activities of various federal, state, local and private organizations for various planning and project activities.

Assist with development, research and programming of the State's Military Construction projects for review and approval. Determine real property requirements for the Nebraska National Guard by translating and analyzing government authorizations and requirements into a prioritized list of operations, maintenance and construction projects.

Provide information, guidance and direction on project scope; prepare estimates, economic analyses and programming documents.

Develop time, budget, manpower and resource estimates required for planning and project design.

Identify land use activities and actions that may impact state and federal environmental laws.

Qualifications/Requirements:

Minimum Qualifications Required: Bachelor's degree in Planning, Public Administration or Civil Engineering and one year of related experience and two years of experience in Geographic Information Systems and/or Construction Management.

Other/Special Note: Significant travel across the state is required. Positions in this class require the employee to possess a valid driver's license. Prior to any job offer being made, all certifications, diplomas and references will be verified, and any falsehoods will disqualify the applicant. Applicant may be required to pass a criminal background check. Incumbent must also achieve and maintain an appropriate level security clearance; failure to do so may result in termination of employment.

Knowledge, Skills, and Abilities required:

Knowledge of Military Dept. regulations and chain of command; military missions/objectives; planning processes/theories/techniques; multi-disciplinary integration; project design; management techniques; budget processes; real estate principles, practices & laws; basic legal requirements and restrictions of contracts and their administration; fundamentals of mathematics required in the work; principles and concepts of building construction and land management; city, state and federal construction codes and regulations; environmental laws; supervisory practices/techniques; project management; military information systems/software.

Skill in communicating/presenting information, both orally and in writing, to diverse groups of people; facilitation/coordination of activities; analyzing data and plans; developing reports; preparing bids/estimates; identifying problems and developing solutions; preparing basic maps using GIS software; multi-tasking; achieving consensus between disparate user groups as plans are developed and codified.

Ability to interact with all levels of staff, government officials and the public; interpret and explain technical specifications and standards; maintain accurate records; prepare clear and concise reports.

Instructions for Applying

Important points to remember when applying:

- The employment application is required and is the primary source of information used to determine if you meet the minimum requirements of the job.
- Please make sure your application is complete. Incomplete applications are rejected.
- You will have the opportunity to attach a resume, however it should not be used to replace any information asked for on the official application.
- **Please be complete.** You will not be allowed to change your application after you have applied for a position, and you cannot re-apply for the same position unless it is posted again.
- When you have successfully applied for a job, you will receive an instant e-mail confirmation notice.

We encourage you to use the Search feature to find jobs that are available in a particular location or a job that matches your work experience.

Applicants who need accommodation in the selection process should request this in advance. Requests can be made by contacting the Nebraska State Personnel Office, 1526 K Street, Suite 100, Lincoln, NE. (402)471-2075.

These positions are subject to application of Veterans' Preference.

To Apply: Applications must be made through www.statejobs.nebraska.gov.