



**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
JOB OPPORTUNITY ANNOUNCEMENT  
Affirmative Action/Equal Opportunity Employer/Drug-Free Workplace**

**JOA #:** 24-15      **Position #:** 311011      **Posting Date:** 07/25/2024      **Application Deadline:** Until filled  
**Position Title:** Lands Resource Administrator      **Starting Salary:** \$68,000.00 DOQ  
**Job Location:** Headquarters - Midway, FL *Located 10 miles west of Tallahassee on Hwy. 90*

**Minimum Qualifications:**

A Bachelor's degree and five years of experience in public land management administration or natural/environmental resource protection planning or related field or a master's degree and three years of experience as above. Florida Certified Contract Manager required.

**Special Abilities:**

Ability to work with the public. Ability to work in the field. Ability to understand and apply applicable statutes, rules, regulations, policies and procedures relating to land management and acquisition program functions. Ability to communicate effectively verbally and in writing. Ability to plan, organize, develop, implement, prioritize, administer and coordinate land management projects/activities. Ability to establish and maintain an effective working relationship with employees, officials and the public. Ability to exercise sound independent judgment and tact.

**Description of Position:**

This is a professional and administrative position, which reports to the Sr. Asset Management Administrator. This position will assist the Chief, Bureau of Asset Management Administration and the Sr. Asset Management Administrator in the planning, development, coordination, direction and implementation of all operations and activities for the Bureau of Asset Management Administration.

**Duties/Responsibilities:** This position is primarily responsible for the development, maintenance and implementation of the following activities/operations: 1) coordination, monitoring and compliance inspections of District owned Conservation Easements including preparation of inspection reports, 2) coordination, monitoring and inspection of apiary sites on District lands including preparation of inspection reports, 3) annual update of Land Inventory Tracking System (LITS) and Facility Inventory Tracking System (FITS), 4) develop and prepare Request for Quotes, ITB's, RFPs and contracts as needed for the Division of Asset Management, 5) assist the Chief, Bureau of Land Management Operations with the Operation Outdoor Freedom hunt and fishing events, 6) assist in the collection, maintenance, implementation and integration of all assets within the District into the Land Management Database for management operations and planning purposes; 7) assist in the development of land management plans and land management reviews; 8) prepare access license needed by the District and adjacent landowners needing access license to cross District property; and 9) performs other related work as required.

**Land Acquisition Duties/Responsibilities:** Assists with land acquisition projects by preparing Request for Quotes for appraisals, ESA's, surveys and other mapping and Baseline Reports.

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**How to apply:** Submit a Northwest Florida Water Management District Application and resume to: [human.resources@nwfwater.com](mailto:human.resources@nwfwater.com) ; or fax to 850.539.2777; or mail to 81 Water Management Drive, Havana, FL 32333

**NOTICE TO APPLICANT:** We hire only U.S. citizens and lawfully authorized alien workers. If you need an accommodation in order to participate in the application/selection process, please notify the Office of Human Resources at (850) 539-5999 in advance.

A separate application must be submitted for each Job Opportunity Announcement indicating the position number and title for which you are applying. Applications must be received in the Office of Human Resources by 5:00 p.m. of the deadline date in order to be eligible for consideration. Preference will be given to certain veterans and others related in accordance with Chapter 295, Florida Statutes, Veterans Preference Law. Applicant must provide the required proof of preference at the time of submitting an application for a vacant position. Males between the ages of 18 and 26 are required to provide proof of Selective Service Registration prior to employment or promotion.