

The Board of Commissioners for Otoe County Nebraska is seeking applicants for an appointment to the part-time positions of Otoe County Surveyor and Planning & Zoning Administrator. The appointment of Otoe County Surveyor is to fulfill the unexpired elected term of office from May 1, 2025, through December 31, 2026. The appointed candidate may choose to file as a candidate for the Surveyor position for the 2026 General Election for the elected four-year term beginning in 2027. The appointment of Otoe County Planning and Zoning Administrator will remain an appointed contractual position. The estimated hours for both positions combined are 15-20 hours per week. The Board of Commissioners will accept resumes and cover letters until February 28, 2025. Please submit resumes and cover letters to the Otoe County Clerk at 1021 Central Ave. Room 103, Nebraska City, NE 68410. Applicants will have 10 minutes each to present their qualifications at the regularly scheduled Otoe County Board of Commissioners' meeting on March 11, 2025, at 8:30 a.m. held in the District Courtroom (Room 208) of the Otoe County Courthouse located at 1021 Central Ave., Nebraska City, NE. The Board will make the appointment at the next regularly scheduled meeting on March 25, 2025. The general description of the job is below:

GENERAL FUNCTIONS

The general functions of the position are but not limited to • Maintain and update records of existing surveys • Research property boundaries and legal description. • File new surveys and reset the section corners as needed • Collaborate with county offices and the public • Ensure compliance with Nebraska State Statutes • Develop and annual budget

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES • Registered Land Surveyor in the State of Nebraska • Compliance with the Nebraska Land Surveyors Regulation Act • Previous county surveyor experience is not required, but is beneficial • Strong knowledge of property research and survey handling • Excellent interpersonal and communication skills • Otoe County residency is not required during the term of appointment but would be required if elected (23-1901.01)

OTHER: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.