

COLFAX COUNTY

JOB DESCRIPTION

POSITION TITLE:

Elected Official - County Surveyor

REPORTS TO:

Board of Commissioners

PURPOSE OF POSITION:

In accordance with the Nebraska Revised Statutes, the County Surveyor is required to perform or cause to be performed all necessary surveys in the county and make record of same. The County Surveyor shall prepare an annual inventory of all county personal property in the Surveyor's possession. The County Surveyor shall be a registered land surveyor as provided in Nebraska Statutes.

ESSENTIAL FUNCTIONS:

Plans, coordinates, and evaluates departmental operations including all facets involved with resources, facilities, equipment, services and programs to ensure that departmental objectives are being met and maintained.

Responsible for the overall management and operation of the department and performs job duties in accordance with the federal, state and county regulations.

Develops and implements administrative and operational policies and procedures designed to improve services and to achieve departmental goals and objectives.

Prepares the annual departmental operating budget; monitors fiscal position of the department to ensure the effective and efficient use of county funds and resources.

Responsible for performing and recording all county surveys required to be conducted.

Responsible for the preparation and filing of an annual inventory of all county personal property in the possession of the Surveyor.

Responsible for the preparation, maintenance and distribution of all required departmental records, reports and correspondence.

Attends conferences and meetings to keep abreast of current trends; represents the County in a variety of local, county, state and other meetings.

Cooperates and coordinates departmental activities with other county and state agencies as appropriate.

ESSENTIAL FUNCTIONS: (continued)

Establishes and maintains positive public relations and serves as a liaison for the county with other governmental agencies as needed.

Approved September, 2000

Position Title: COLFAX COUNTY SURVEYOR

Description:

In accordance with applicable Nebraska law, the Colfax County Surveyor will be required to:

- Be a Nebraska registered land surveyor;
- Be familiar with Nebraska land surveyor laws, including The Land Surveyors Regulation Act, The Nebraska Survey Record Repository, The Nebraska Plane Coordinate System Act, County Surveyor statutes, and Preservation of Landmarks or Corners of Land Surveys statutes;
- Perform, or cause to be performed, all necessary surveys in Colfax County and record the same;
- Manage and operate the resources, facilities, equipment, services, and programs for the position of Colfax County Surveyor;
- Review, prepare, or amend department policies and procedures, as necessary;
- Assist county officials or personnel in matters pertaining to land surveying, legal descriptions, or the public land survey system, as requested;
- Establish and maintain a positive and professional public relationship with the citizens of Colfax County;
- Prepare an annual department operating budget, and closely monitor department expenditures;
- Prepare an annual inventory of all county personal property in the Surveyor's possession;
- Be responsible for administration of department records, reports, and correspondence;
- Attend and achieve training necessary to maintain and qualify for the position of Colfax County Surveyor, and conduct necessary research and investigation in the performance of the position;
- Perform all duties and essential functions of the position of Colfax County Surveyor in an ethical manner;
- Perform all other duties and essential functions of the position of Colfax County Surveyor, as requested and required by agreement, and in accordance with federal, state, and county regulations.

Minimum Qualifications:

- Must have graduated from high school or have a GED equivalent
- Must be legally able to perform work in the United States
- Must have the ability to independently enter into a contract for services

Applicants with three (3) years surveying experience and/or bachelor's degree in land surveying, engineering, or closely related field preferred.

Compensation: Pursuant to negotiated contract for services

Closing Date: Applications must be received by **December 1, 2025**, and will be reviewed by the Commissioners prior to their next regular meeting

Please submit resume to:
Colfax County Commissioners
Attn: Colfax County Clerk
411 East 11th St.
Schuyler, NE 68661

Colfax County is an Equal Opportunity Employer. The position is subject to eligible veteran's preference. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. If an applicant needs accommodation, a request for reasonable accommodation may be made by contacting Rita M. Mundil.

Contact Person: Rita M. Mundil (County Clerk)
Contact Phone: (402) 352-8504
Contact Email: rmundil@colfaxcountyne.gov
Contact Address: 411 East 11th St, Schuyler, NE 68661