

## Job Posting for Clearwater River Watershed District Administrator

- **Posted: 08/01/2018**
- **Deadline: 08/24/2018**
- **To Apply: Send cover letter and resume to [apply@crwd.org](mailto:apply@crwd.org)**

### REPORTS TO

Clearwater River Watershed Board of Managers

### LOCATION

Annandale, MN, or other office location in Wright, Stearns, or Meeker County | Some work from home flexibility

### POSITION OBJECTIVE

The District Administrator oversees the District's mission and goals and represents the District's interest in the community. The Administrator oversees the administration of the District office, and in conjunction with the District President and Board, the Administrator provides leadership and coordination in determining the District annual and long-range budgets, programs, and priorities. The Administrator also provides various technical services as required.

### SALARY

\$60,000/year and up depending on experience, qualifications, and employment model

### ESSENTIAL FUNCTIONS

- Office Management
- District Project Management
- Implementation of Board of Managers' Direction
- Board Meeting Facilitator
- Public Relations Management
- Staff Manager
- Government Agency Coordinator

### KEY RESPONSIBILITIES

- Overall responsibility for the administration of the District as directed by the Board of Managers.
- Financial and accounting oversight
  - Review invoices and authorize payment
  - Assist financial vendor with accounting activities and audits
- Oversee and manage District Field Technician
  - Water Quality Monitoring Program
  - Maintenance Activities
  - Project Support

- Oversee and work with the District engineer, attorney, and contracted vendors. Monitor task orders and contract compliance. Distribute request for proposals/quotes as directed by Board.
- Develop educational and press release materials to promote the mission of the District.
- Maintain district website and other media channels.
- Prepare and send to the Board of Managers, and other interested persons, the agenda and related material. Background information on agenda items is usually to be sent to the Board members at least two days prior to all board meetings. Record and file the minutes of all Board meetings.
- Attend all public meetings of the CRWD, unless excused.
- Prepare District Annual Report and update the District's Watershed Management Plan within best practice timeframes.
- Assist and guide other staff with their work as well as their understanding of the processes, policies, and history of the District.
- Coordinate an annual inspection and review of the District projects and provide the Board Managers with periodic reports on the status of all active projects.
- Maintain, or see that they are maintained in an orderly manner, records of all Board and Staff meetings.
- Assist Officers of the District in keeping the records of each office.
- Act as the key person interacting the communicating with other governmental agencies, legislative officials, and the general public.
- Attend meetings and represent the District as authorized by the Board.
- Inform and advise Managers of events occurring within and without the District, including events that may affect the CRWD.

## LANGUAGE AND COMMUNICATION SKILLS

Required to lead and facilitate District meetings and make presentations to other government agencies and community groups. Effective communication skills that include the ability to listen to various opinions, respect for others' ideas, strong writing skills, and oral presentation skills are a must.

## QUALIFICATIONS AND EXPERIENCE

### *Background*

To perform this job successfully, an individual must develop and maintain a working knowledge of the District goals, mission, and operations. Must be able to prioritize work, especially when workload exceeds time available and can diagnose and correct problems. Creativity and strategic vision are essential to maximize the effectiveness of District activities.

### *Education and Experience*

Bachelor's degree; preferred in water resources, natural resources management, public affairs, or other environmental related field. Minimum of three years' experience in a water or natural resource position. Life experience will be considered in lieu of bachelor's degree.

### ADDITIONAL PERFORMANCE CRITERIA

- Knowledge of hydrology and water resource management activities and issues to include water quality, water level, ground water, stormwater, shoreland, wetlands, and agriculture.
- Knowledge of regional, state and federal rules and regulations applicable to watershed activities.
- Experience in planning and managing various sized projects including related expenses and allocation of resources.
- Strong budgeting and presentation experience.
- Understanding of levy limits and familiarity with financial assistance programs.
- Background in business and financial management.
- Background in infrastructure planning and implementation.
- Ability to analyze and synthesize engineering data.
- Understanding of strategic planning and comprehensive land use planning processes.
- Demonstrated history of establishing and maintaining effective collaborative relationships.
- Ability to work with a variety of governmental agencies and local governments.
- Experience in working with elected and appointed officials, boards, and commissions.
- Knowledge of the various regulatory agencies and a broad network within the industry is a plus.
- Experience in contract administration.
- Experience in grant writing.
- Experience in staff supervision and team building.
- Awareness of computer applications appropriate to water management activities and general office management, including records management.
- Excellent public speaking and writing skills.