



## **Carnelian Marine Watershed District**

### **Job Posting - District Administrator**

<b>Position Title:</b>	<b>District Administrator</b>
<b>Accountable To:</b>	<b>Board of Managers</b>
<b>Status:</b>	<b>Full Time / Exempt</b>
<b>Date:</b>	<b>March 1, 2019</b>
<b>Salary Range:</b>	<b>\$70,000 – \$93,000/annually</b>
<b>Benefits:</b>	<b>Medical, PERA, Vacation, Sick Leave and Paid Holidays</b>

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#### **Job Summary**

This position serves as the chief administrative officer (Administrator) of the Carnelian Marine St Croix Watershed District (District) for implementation of the District's comprehensive plan, mission and goals. The Administrator:

- Operates as staff to the Board through agenda preparation, policy development and administration of district programs and projects.
  - Facilitates visioning and strategic planning with the Board and stakeholders.
  - Represents the District's interests with citizens, partners and stakeholders in accordance with rules and regulations.
  - Develops annual and long-range budgets.
  - Oversees the activities of the District, its staff and consultants.
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#### **Major Areas of Responsibility**

- Provides administration support to the District and Board of managers by preparing agendas and all necessary written materials for Board and special meetings, developing needed district policies, ensuring that meetings are recorded and minutes are prepared.
- Prepares District's annual budget and all financial reporting for the budgeting process to ensure that the District's operations are conducted within budgetary guidelines and information is available as needed for effective financial management.
- Develops and coordinates District goals, policies, priorities and annual work plan and seeks approval from the Board of Managers in a timely manner.
- Administers and enforces the District's comprehensive plan, rules and regulations including monitoring, evaluating permit plans and programs effecting water and related land resources of the District.

- Coordinates approved program activities with agencies and organizations of interest to the District. Pursues cooperative ventures to expand and enhance District programs. Facilitates outreach, makes public presentations and shares responsibility for community education.
  - Ensures that District records, files and public information are securely maintained and current. Maintains permanent and current records of the comprehensive plan including maps, amendments, development approvals/denials, interpretations and decisions rendered by the Board of Managers together with relevant background files and materials.
  - Oversees District projects, outside contractors and consultants to ensure that they follow the District's Management Plan, project objectives, budgetary guidelines and timelines. Regularly reports on project progress to the Board of Managers.
  - Prepares written and verbal informational presentations to local governments, agencies and the public as needed for compliance with regulatory/legal requirements and to facilitate public relations with the community.
  - Seeks grant funding, writes grant proposals for District projects and prepares applications in a timely manner. Coordinates with District partners to ensure high likelihood of successful grant requests.
  - Participates in various outside committees for the District as needed to provide visibility for the District in various agencies and projects.
  - Promotes development of new board members and the board. Ensures that the Board is informed of important matters to the operation of the District.
  - Willingly performs other accountabilities and projects as apparent or assigned.
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## **Qualifications**

### **Education and Experience**

- Bachelor's degree in natural resource management, natural science, public or business administration or closely related field. Masters Degree or higher preferred.
- At least 5 years of experience in water resource management, hydrology, ecology, civil engineering, and related watershed activities.
- Experience in business and financial management, project management, land use planning, organizational development, communications and collaborative process management.
- Proven experience working with appointed or elected board and strategic planning.

### **Knowledge and Skills**

- Applicant must have knowledge of hydrology and best practices for water resource management including water quality, ground water, storm-water, shoreline management, wetlands and agriculture.
  - Applicant must have knowledge of regional, state and federal rules and regulations applicable to watershed activities and knowledge of industry regulatory agencies and their inter relationships.
  - Applicant must have knowledge of business and financial management, budget development and management including use of Quick Books or other financial management software.
  - Applicant must have ability to deal with diverse perspectives, be tactful, flexible yet resolute with all constituents and stakeholders, including ability to maintain good working relationships with Local Government Units, Washington County, the Board of Soil and Water Resources and other agencies involved in water management.
  - Ability to work constructively and amicably with the Board and stakeholders to clarify goals and objectives and to obtain agreement on specific plans and actions.
  - Applicant must have a high level of public speaking and presentation skills and knowledge of state of the art communication technology.
  - Knowledge of current watershed assessment and management tools. Must have ability to analyze and synthesize data.
  - Ability to facilitate effective contract management.
  - Applicant must have a valid drivers license and personal vehicle.
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## How to Apply

Please submit:

1. Job Application. [\(link to form on website\)](#)
2. Resume. See instruction in Job Application to ensure information is complete.
3. Letter of Interest. Clearly describe how your experience, skills and education meet the qualifications and responsibilities of this position.

Please email materials no later than **Friday March 22, 2019** at 4:30 pm to:

Board President Wade Johnson: [wajohnson23@gmail.com](mailto:wajohnson23@gmail.com)

Co-copy District Administrator Jim Shaver: [jshaver@cmsc wd.org](mailto:jshaver@cmsc wd.org).

You will receive confirmation of receipt within two business days.

## Contact

If you have questions about the position, contact District Board President Wade Johnson at [wajohnson23@gmail.com](mailto:wajohnson23@gmail.com) or 651.356-9573