

MIDDLE FORK CROW RIVER WATERSHED DISTRICT

POSITION DESCRIPTION

POSITION TITLE: Project Coordinator

REPORTS TO: District Administrator

HOURS/DAYS: Full Time, 40 Hours/Week

GENERAL DESCRIPTION AND PURPOSE:

The Middle Fork Crow River Watershed District (MFCRWD) was established in 2005 for the protection and preservation of water quality of the Middle Fork Crow River watershed. The District is currently seeking qualified candidates for the position of Project Coordinator. The position is considered responsible for the District's conservation program to help restore and protect the soil and landscape through concept and project completion of Best Management Practice (BMP), District studies, Geographic Information Systems (GIS), plan coordination of the North Fork Crow River 1W1P, establish priorities based on local and major watershed comprehensive plan, grant writing and reporting. Project Coordinator could also be expected to assist other Watershed District staff and future goals in planning and implementation.

MAJOR/ESSENTIAL FUNCTIONS:

Manage and Implement of Position Duties and Responsibilities:

- Oversee implementation of District projects. These projects may include Capitol projects, partner projects, landowner's projects, and grant projects. Project management encompasses all aspects of the project, including but not limited to financial management, scope of work, schedule, partner coordination, engineering, contracts, easements, cooperative funding agreements and permitting. Project evaluation and documentation are paramount to this position.
- Engage producers, landowners, city officials and stakeholders to help identify and explore interest in restoration and protection strategies
- Work closely with contractors, other governmental agencies and conservation partners to and protect resources identified in the North Fork Crow Comprehensive Watershed Plan (1W1P).
- Investigate desk-top and field walkover assessment of areas in most need of restoration efforts to enhance aquatic life, and field scale monitoring of discharge, sediments, and nutrients loss for protection or restoration goals.
- Maintain good working relationships and communication with existing and potential project partners and assist in building good working relationships with all partner agencies and lake associations. Assist landowners in environmental issues and concerns. represents the District on federal, state and local technical committees.
- Coordinate and assist in outreach and education activities to residents, elected officials, and partners including public meetings.

- Work with city engineers in the District to mitigate impacts of altered hydrology with surface runoff and water resources to reduce pollutant conveyance and generate storage goals for the four municipalities in the Watershed District.
- Observe, measure, and document of identified concerns in the District including but not limited to lateral bank erosion, soil type, eroding areas, areas with little or no buffer zone, side inlets/other outdated tilling methods, and any other notable features.
- Targeted outreach efforts to engage landowners in learning how land production decisions are made in relation to water management and water quality, and how this impacts the adoption of best management practices.

Implement the District's Best Management Practice (BMP) program:

- Take direction of the District's *Structural* and *Management* (non-structural) Best Management Practices program, including marketing, scoping visits, design and implementation.
- Manage the development and amendment of the North Fork Crow River Comprehensive Plan (1W1P), which includes updating the Plan based on water quality data and updating annual report cards. Maintain the Plan and provide to the public, elected officials and agency staff with information as required. Manages the development and updating of special reports, including but not limited to the District's Total Maximum Daily Load reports and Watershed Restoration and Protection Strategy Report.
- Research available funding other than the general levy. This funding can be from grant programs, State Revolving Funds, or Board approved special assessments. Initiate the application process, including pre-grant planning, coordinating the activities of District staff in aiding in any grant/loan applications, and administering the funds from awarded grants. Submit semi-annual reports to funding sources for grant-funded projects. Perform budget tracking and expenditure reporting and ensure the Office/Financial Manager has accurate and up-to-date figures for accounting. Collaborate with partners to ensure match funding is available. Liaison between the District and outside funding agencies and groups for all District programs.
- Develop and implement programs. Administrating programs encompasses all aspects of the program, including but not limited to development, financial management, schedule, partner coordination, engineering, contracts, easements, cooperative funding agreements and permitting.
- Manage and coordinate certain aspects of the District's BMP program, including scoping visits, design, implementation, and budget.
- Manage and oversee contractor activities on BMP projects to ensure proper contract, project schedule, budget, and design
- Assist with strategic planning and implementation of current and future District projects and programs
- Take direct ownership and assist with grant writing, budget compilation, grant reporting, and grant implementation
- Maintain communication and coordinate with Cities, Townships, local agencies/stakeholders and landowners to carry out the BMP Program

Additional responsibilities:

- Assist in the administration of Minnesota Rules Chapter 103D.
- Perform inspections of permitted activities, including but not limited to: initial site assessments, progress reports and final inspections. Provide assistance and guidance related to permit application process. Investigate non-permitted activities and initiate permitting process. In certain circumstances, review and analyze permit applications and prepare permit for said activities.
- Provide leadership and management support drafting comments, responses and recommendations to federal, state and local water management rules, regulations and plans..
- Assist in water quality monitoring using the appropriate data collection procedures/techniques, Conduct flow gauging using the appropriate equipment and techniques, Conduct data entry, analysis and submittal
- Participate in educational opportunities for the administrative, technical, financial, and/or technological betterment of the District
- Other activities, as required

ADDITIONAL PERFORMANCE CRITERIA:

- Ability to develop and maintain a working knowledge of the District's operations and policies and state rules and regulations necessary to complete assigned responsibilities in a fully satisfactory manner.
- Ability to provide superior public service and interaction in a friendly, professional manner.
- Willingly assist other employees as needed to ensure efficient workflow throughout the District. Maintains a flexible attitude toward job responsibilities and procedural changes.
- Participates in educational opportunities to stay up to date with changing laws and technology related to District priority and goals. Make recommendations to enhance current technology in the District.
- Ability to develop and maintain positive, cooperative, working relationships with all District employees/consultants, city and agency staff, and others of the District in contributing to a productive results-oriented climate.

MINIMUM QUALIFICATIONS:

Bachelor's Degree or equivalent in the field of environmental studies / science, water resources, biology, ecology or a related field. A minimum of one year experience in the environmental/ecology field or a related area. Prior experience in a technical capacity working in water quality, field monitoring, construction sites, development site plan reviews, stormwater management and Best Management Practices, or other natural resources effort preferred. Must be familiar with a variety of field concepts, practices, and procedures. Minimum of 3 years professional experience, including project management or supervision is preferred. Good communication and computer skills are required.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to work independently and plan, organize and prioritize projects.
2. Knowledge of general accounting and budgeting principles and practices.

3. Ability to conduct routine reporting to staff leads and to the Board of Managers as applicable via a monthly report.
4. Ability to coordinate all efforts with the District Administrator.
5. Ability to establish and maintain effective working relationships, work independently and in team settings.
6. Ability to communicate effectively in all situations with the public.
7. Excellent written and verbal communication skills.
8. Strong organizational and time management skills.
9. Technical writing ability for reporting functions.
10. Technical knowledge of practices that can be implemented and that are applicable in improving the water quality within the watershed.
11. Ability to install protocols of varied BMPs.
12. Ability to attend regularly scheduled meeting, workshops and conferences.
13. Ability to construct a positive time management schedule through the day either in the field or within the office.
14. Knowledge and efficiency with appropriate technical and office software programs.
15. Knowledge of and ability to follow all prescribed safety procedures for completion of field work and inspections.
16. Ability to successfully plan, organize and complete projects of a technical nature.
17. Knowledge of federal, state and local environmental regulations specific to water quality.
18. Knowledge of data analysis protocol and procedures.
19. Knowledge of program management techniques.
20. Knowledge of general accounting and budgeting principles and practices.
21. Ability to establish effective working relationships with appointed officials, staff, and residents and handle a variety of customer service situations.
22. Ability to communicate effectively, both verbally and in writing.
23. Ability to learn and understand/apply state and federal laws, and policies, financial policies, procedures and directives and to apply them fairly, equitably and without bias.
24. Ability to research and analyze data, determine alternatives and make recommendations and prepare accurate and thorough reports and maintain records.
25. Ability to recommend policies and procedures and develop short and long-term goals and objectives for the betterment of the District.
26. Extensive use of office equipment including computer, copy machine, computer network printers, extensive use of Microsoft Office Suite, and ability to understand and operate various digital recording equipment

SUPERVISORY RESPONSIBILITIES:

None, unless otherwise assigned.

RESPONSIBILITY FOR PUBLIC CONTACT:

This position requires a high level of public contact requiring tact, courtesy and good judgment.

PHYSICAL AND MENTAL DEMANDS:

Position may occasionally involve walking in rugged terrain. Position requires extended periods of sitting and extended repetitive action operating computer equipment. Position involves

occasional lifting to 70lbs. Position requires multi-tasking in a fast-paced, high-stress environment.

Site visits may occasionally involve extreme hot and cold temperatures. Position requires completing tasks, meeting deadlines and working accurately with figures despite constant interruptions. Position requires setting work priorities and organizing work while remaining flexible and patient. Position requires changing priorities and scheduling as needed to meet work demands and reacting to immediate requests for information. Position may occasionally deal with interpersonal conflicts or resident/business owner situations requiring ability to diffuse or resolve situations to a satisfactory outcome for all. Position requires prioritizing and planning on limited funding and within a short timeframe. Position requires coordinating multiple projects and conducting analyses while remaining flexible and patient and dealing with occasional interruptions. Position requires dealing with multiple individuals, organizations and associations demanding time to listen and provide technical guidance.

WORKING CONDITIONS:

Normal shift, eight hour days, 5 days a week or 80 hours, two-week pay period. The work is performed under normal office conditions. Constant exposure to outdoor temperature extremes during site visits.

The above is intended to describe the general content of and requirements for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. *Employees may be required to perform other job-related duties as requested by their supervisor.*