



---

**JOB TITLE:** District Coordinator

**FLSA CLASSIFICATION:** Non-exempt

**REPORTS TO:** Board of Managers (Board) of the Heron Lake Watershed District (HLWD)

**DATE:** April 2024

---

### **SUMMARY**

This job description is considered a guidance document. It is possible that not all items will be completed on an annual basis or that new items may arise that take precedence.

---

### **DUTIES AND RESPONSIBILITIES**

- **General Operations**
  - o Board Support
    - Coordinates information and documents for the HLWD Board to facilitate decision making and policy setting actions. This could include preparing agenda, data, correspondence, and other material.
    - Attend all HLWD Board meetings and assists the Secretary in taking and distributing meeting minutes. Assist Treasurer in preparing treasurer's reports and bill payments.
    - Ensure the HLWD follows all Minnesota Statutes and local policies related to Open Meeting Law, Conflict of Interests, and public official ethics.
  - o Education and Outreach
    - Assist the public through phone calls, office visits, emails, and mailed correspondence.
    - Maintain the District website, prepare news releases for local newspapers
    - Data Practices – assure that all programs, administrative procedures, and forms used the HLWD are administered in compliance with Minnesota Statutes regarding data practices.
  - o Office Management
    - Implements the day-to-day activities of the HLWD
    - Implements the accounting system (Quickbooks) including grant finances, District A/P, A/R, and manager and staff payroll.
    - Prepares and implements the annual budget and levy, as approved by the Board of Managers
  - o HLWD Advisory Committee
    - Distribute the HLWD Advisory Committee Application annually, compile applications for the Personnel Committee
    - Assist the committee in setting dates for their regular meetings, distribute meeting materials at the direction of the committee chair.
    - Draft and give presentation(s) regarding current and future District activities.



- **Best Management Practices Implementation**

- o Coordinates BMP implementation projects with local partners and agencies such as local SWCDs and Counties, regional partners like the Des Moines River Joint Partnership, and state agencies such as BWSR and MPCA.
- o Research funding sources to complement current efforts as identified in the Des Moines River Comprehensive Watershed Management Plan (DMR WMP).
- o Administers grants according to each grant agreement and completes necessary reporting requirements, including reimbursement requests.
- o Advises and updates the HLWD Board on current activities and seeks Manager input as needed.

- **Water Quality Monitoring**

- o Contract professional services to engage in water quality monitoring data collection and research.
- o Assist in compiling related data and information for the Board, partners, agencies, and the public.

- **Public Drainage**

- o Coordinate with County Drainage Coordinators on HLWD public drainage system activities
- o Coordinate with partners such as legal counsel, engineer, assessors, and agencies on public drainage activities
- o Maintain physical and digital records according to the District record retention schedule
- o Follow all Minnesota statutes and District and/or County policies related to public drainage activities

- **Rules and Regulations**

- o Contract professional services to engage in a review of the HLWD Rules and Regulations, as well as drafting and distributing permits, supervision of permitted activities as needed.
- o Provides the public with necessary information in the permitting process

**OTHER RESPONSIBILITIES**

- Continue education and training as needed
- Performs other duties as assigned
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from the public, regulatory agencies, or members of the community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to public groups, agencies, and the Board.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to learn new tools and processes quickly, efficiently, and accurately.

**MINIMUM HIRING REQUIREMENTS** (for use in hiring and promotions)

- Associate's or bachelor's degree in public administration, business administration, accounting, natural resources, agriculture, land management, or another related field; or 5 years related experience in natural resources or public administration
- Valid Minnesota driver's license
- Basic computer skills and knowledge



**PREFERRED QUALIFICATIONS** (not all inclusive; for use in hiring and promotions)

- Experience and/or proficiency in Microsoft Office products: Word, Excel, Outlook, Teams, Powerpoint
- Experience or education in public or business administration, or related experience or education
- Experience and/or proficiency with Quickbooks or other accounting software
- Experience and/or proficiency with ArcGIS, BWSR's eLink, MS4Front
- Interest and/or experience in agriculture, natural resources, watershed activities, or other related areas

**WORKING CONDITIONS** (summary only)

- Work is primarily in the office. May work in typical office setting including sitting at desk for extended periods of time. Uses many repetitive movements, fine motor skills and hand-eye coordination. Uses near/distance/peripheral vision, ability to focus, depth perception, sense of touch, and hearing. Physical demands also include moving around office/building spaces and can involve reaching, pulling/pushing, grasping, twisting/turning, and some kneeling/crouching. Must be able to lift and move up to 40 pounds (occasionally). Working hours are negotiable.
- Must be physically able to operate a variety of automated office machines and equipment, including but not limited to: computer, calculator, printer/copier/scanner, telephone, audio/video equipment.
- Some work may be performed in the field. Field work could include exposure to heat, humidity, biting and stinging insects; Effort may include carrying up to 50 pounds of equipment in the field across rough terrain and with difficult walking conditions due to tall and matted vegetation. Work may require inspections during wet and muddy conditions and may require the use of special clothing and boots.
- Must be physically capable of performing a variety of potentially hazardous field including but not limited to; stooping, kneeling, crouching, crawling, climbing, and balancing for the purpose of water quality data collection, public drainage activities, and BMP implementation.

**The above is intended to describe the general content of and requirements of performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.**



## **HLWD EMPLOYEE BENEFITS**

### **SALARY AND HOURS**

1. Beginning salary - \$23.00-\$26.00 per hour, depending on qualifications. Paid on the 15th and 30th or 31st of each month.
2. Hours – Part-time or Full-Time

### **PROBATIONARY PERIOD**

The first six (6) months of employment of an employee shall be regarded as a probationary period to be utilized for observing the employee’s work, for securing the most effective adjustment of the employee to their position, and for removing any employee whose performance does not meet the required work standards.

**HOLIDAYS** - There are 10 paid holidays per year:

- New Year’s Day
- Juneteenth
- Thanksgiving Day
- Martin Luther King Jr. Day
- Independence Day
- Christmas Day
- President’s Day
- Labor Day
- Memorial Day
- Veterans Day

### **ANNUAL LEAVE/PAID TIME OFF (PTO)**

All regular full-time employees accrue PTO based on length of service with the HLWD. Part-time employees annual accrual is pro-rated.

<b>Years of Employment</b>	<b>Annual Accrual (Days)</b>	<b>Annual Accrual (Hours)</b>
<b>0-1 Years</b>	12 days	96
<b>More than 1 year, up to 6 years</b>	15 days	120
<b>More than 6 years</b>	20 days	160

### **PENSION**

1. Public Employee’s Retirement Association (PERA):
  - a. 6.5% of employee’s gross income, 7.5% HLWD contribution
2. Social Security
  - a. 6.2% of employee’s gross income, 6.2% HLWD contribution

### **INSURANCE**

Insurance is only available to full-time employees (40 hours per week).

Health Insurance is offered through Public Employees Insurance Program (PEIP). Employees can choose from two networks and three benefit plans. If HSA option is selected, Employer HSA contribution is \$200 per paycheck.