

Bois de Sioux Watershed District

Administrator

Job Description

GENERAL DEFINITION OF WORK

Responsible for day-to-day administration of the Bois de Sioux Watershed District, as directed by the board of managers. The District administrator reports to the board of managers.

Assumes responsibility for insuring the efficient and effective operation of the administrative function by:

1. Ensuring that prescribed schedules and operating policies and procedures are followed.
2. Making recommendations regarding improved operating systems and procedures.
3. Allocating work and providing technical direction, assistance, and training to other personnel.

ESSENTIAL FUNCTIONS

Serves as public representative of the Watershed District and communicates with the public regarding the roles and functions of the district.

Coordinates with local, state, and federal agencies regarding the responsibilities of the Watershed District.

Coordinates and attends public meetings. Organizes and facilitates all meetings of the district. Responsible for maintaining all records, including minutes of all watershed meetings. Provides reports to managers on project activities and other watershed matters.

Manages the financial administration of the district; prepares the annual budget and financial statements; invests district funds in accordance with state statute; oversees the district taxes and payroll process; enters receipts and manages reports; prepares bills for board's approval; completes applications for grants; administers grants and processes grant reports with coordination from legal, accounting, and engineering consultants.

Responsible for understanding and overseeing district accounting procedures and finances. Communicates financial matters to the board and public. Assures that the board is fully informed of the district financial status by providing monthly reports.

Responsible for progress of all watershed district projects under development. Consults with engineers, attorneys, accountants, and coordinates the timetable for completion of work on district projects. Keeps abreast of all consultants with progress steps for active projects. Works with agencies and landowners with project team memberships and reporting to the board.

Must be willing to seek and accept direction and guidance from the board of directors.

Serves as the data practice officer and authorizes data requests. Develops and distributes public information, brochures, flyers, posters, newspaper articles and oversees the district website.

Monitors the district computer system, network connections, fax machine, copier, and telephone equipment.

Serves as district permit facilitator. Facilitates the district permit process including oversight of permit map development, landowner meetings, site inspections, public assistance with permit applications and database management.

Administers the district's ditch authority responsibilities under M.S. 103E. This includes ditch assessment valuation and classification; maintains property and ditch records as prescribed by Minnesota Statutes, requests for ditch maintenance, develops and reviews reports, surveys, maps, land owner meetings and oversees annual inspection.

Coordinates and participates in watershed district planning, research efforts, the development of the district Overall Plan and Annual Report.

Monitors sick leave, vacation and compensatory balances; tracks flex accounts; responds to data requests; maintains pay schedules; state and federal reporting; etc.

Supervises district staff including administrative assistant. Coordinates and completes office building maintenance, vehicle maintenance, mowing and snow removal.

Administers district land lease management, FSA administration, etc.

Other duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The qualification requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

- A minimum of an Associate's degree in Office Administration / Business Management or related field
- Bachelor's degree with 3 years prior administrative experience in a professional office environment or Associates (2 year) degree with 5 years prior administrative experience.

Valid driver's license and insurability

Knowledge, Skills, and Abilities

Knowledge in:

- QuickBooks and basic accounting principles
- Watershed concepts and drainage/flooding issues
- MN statutes 103E and 103D
- Basic agriculture practices and natural resources concepts
- Geographic Information Systems familiarity

Strong skills in the following:

- Public relations, including written and verbal communication
- Managing multiple projects and tasks
- Organizational and file management

- Personnel Management
- Problem solving

Preferred Qualifications

- Academic training and experience in soil and water conservation, hydrology, watershed management, water quality practices, land use planning, or related technical fields.
- Knowledge of, and preferably experience in, the structure, organizational procedures and inter-organizational dynamics of local, regional, state, and federal government and their boards, commissions, agencies, and affiliated associations.
- Possess negotiation, mediation, and interpersonal management skills to resolve personnel and interagency conflict.
- Knowledge of governmental systems, the political process, and statutes and rules governing watershed districts.

Physical Requirement

The frequent exertion of up to twenty-five pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally involves wet, humid conditions in the field, exposure to fumes and airborne particles, exposure to outdoor weather conditions, work is generally in a moderately noisy location (e.g. business office, meeting locations, light traffic).