

**NORTH FORK CROW RIVER WATERSHED DISTRICT
POSITION DESCRIPTION**

Position Title: Watershed Project Coordinator

Department: Various

Grade Level: Technical Specialist I / Grade Level 3

Salary: \$33,600 - \$ 50,400

Reports To: Administrator

POSITION PURPOSE:

Responsible for leading, supporting and coordinating aspects of the North Fork Crow River Watershed District's ongoing water quality monitoring, education/outreach, and other environmental programs and assisting with project coordination throughout the District.

MAJOR/ESSENTIAL FUNCTIONS

% of Time

20%

Field Work

- Perform in field water sampling, data recording and downloading.
- Order needed supplies and equipment.
- Perform site and/or equipment maintenance.
- Insure QA/QC procedures are followed.
- Coordinate sampling handling and shipping.
- Clean and store monitoring equipment.
- Fully document all work carried out.
- Locate and train volunteers to assist with monitoring.
- Assist Administrator with ditch inspections and other field work as assigned

15%

Water Monitoring Program Management

- Establish needs and specify monitoring analysis on area lakes and streams.
- Implement projects to specification and timescale.
- Determine data parameters and equipment usage to meet goals.
- Integrate monitoring plans of cooperating agencies.
- Work with lake associations and local volunteers on developing their water monitoring plans and training on equipment usage.
- Write required monitoring reports for all grants.
- Coordinate with the Administrator to determine annual monitoring budget.
- Determine number and locations of sites, number of samples, standards/duplicates, and flows per season.
- Coordinate with Board of Managers and Administrator to choose lab and establish cost controls.
- Develop and/or review QA/QC procedures manual.
- Develop and review protocol manual.

- Compile and submit all data, station and project establishment forms to Minnesota Pollution Control Agency annually.
- Review safety measures for field work.

10% Grant Writing and Processing

- Coordinate with the Administrator to determine what grant programs to research, and what funding applications should be completed in order to subsidize the District's general levy for support of the education, monitoring and water quality projects.
- Collaborate with project partners, including local agencies, lake associations, sportsmen clubs, etc. to attain matching funds and support for new grant applications to conduct water quality projects within the District.
- Liaison between the District and outside funding agencies and groups for District programs as required.

20% Project Coordination

- Assist with execution of water quality projects.
- Serve as contact with funding agencies, contracted consultants and for individual owners utilizing grant and loan funds.
- Develop project work plans for grant funded water management projects in cooperation with Administrator.
- Establish project budgets and milestone schedules and track project activities in cooperation with Administrator.
- Write required progress reports and final project reports
- Provide leadership and guidance to intern, volunteers, consultants, etc. who bring technical skills to the project in order to carry out project work plan elements.
- Maintain good working relationships with existing and potential project
- Evaluate monitoring results and make recommendations to the Administrator and Board of Managers as necessary to improve water quality and comply with regulatory agencies, i.e. TMDL standards
- Maintain project work files

25% Education Program Planning Development and Implementation

- Assist general public and landowners in environmental issues and concerns
- Determine education programs to meet the yearly and overall goals of the District as determined by the District's Overall Plan.
- Research environmental education curriculum, projects and programs.
- Develop youth and adult education based on demands, goals and available funds.
- Attend continuing education workshops, programs and activities.
- Manage education implementation for District
- Work with lake associations and local organizations on developing water quality efforts and projects
- Report to District Administrator and Board of Managers on all aspects of the education program

10%

Public Meetings and Outreach

- Develop and prepare water quality information flyers/brochures for public distribution
- Assist lake associations and local organizations with developing water quality efforts and projects
- Provide recommendations for information on current or proposed project and activities occurring within the District to the Board of Managers
- Attend relevant public meetings, events, and outreach opportunities as requested to present information or respond to questions.
- Work with the Administrator and Board of Managers to develop and strengthen District public relations with the private and public sector
- Provide public relations support to promote and publicize District via web site and other media sources
- Plan and develop District's message via brochures and other publications
- Plan and develop District's Annual report with the assistance of other staff
- Plan and develop any publications for partners or sponsors that support the District's mission and goals

Other

- Perform other related duties and responsibilities as assigned by the District Administrator, or the Board of Managers.

**Education/
Experience
Required:
Preferred
Experience:**

- Bachelor's degree in Environmental Science or related field.
- 2-3 years field monitoring experience preferred.
- Experience or education relating to education, marketing, communications, and/or public relations preferred.
- Prior experience in public sector and water quality/environmental area preferred.

**Certification/
Licensure
Required:**

- Valid Minnesota Driver's License

**Other
Knowledge,
Skills,
Abilities
Desired:**

- Excellent skills in verbal and written communication and public speaking.
- Thorough understanding of the natural sciences, and data collection processes.
- Ability to design, develop, implement and evaluate multiple monitoring plans and educational programs within a budget and timeline
- Knowledge and efficiency with appropriate office software programs including desktop publishing.
- Knowledge and efficiency with GPS and GIS.
- Good technical writing skills in the preparation of written reports.
- Knowledge and ability to operate monitoring equipment fluently and accurately
- Ability to attend regularly scheduled meetings, workshops, conferences and to work independently and construct a positive time management schedule.

- Knowledge of and ability to follow all prescribed safety procedures for completion of field work
- Ability to establish and maintain effective working relationships with media, project partners, public interests, and educators, work independently and in team settings.
- Demonstrated skills in preparation and delivery of public presentations
- Knowledge and understanding of applicable District rules and regulations and the ability to convey them to the public
- Ability to promote the public relations of the District to various entities
- Strong ability to educate and work with all age groups in a variety of working environments
- Ability to cope with conflicting demands and prioritize tasks
- Ability to adapt to changing situations throughout the public sector
- Knowledge of federal, state and local environmental regulations, programs and agencies specific to water quality
- Knowledge of water quality testing of lakes and sampling analysis procedures and ability to review water sample analysis results.
- General knowledge of farming practices and different farming industries
- Ability to research, develop and implement or assist in implementation of major environmental programs including resource monitoring, public education and BMP installation

**Machines,
Tools,
Equipment,
Electronic
Devices,
Software
Required:**

- Office equipment including: computer, fax machine, calculator, copy machine, printer, shipping scale, and multi-line telephone system.
- Frequent use of Microsoft Office, with emphasis on Word, Excel, PowerPoint, Publisher
- Monitoring equipment including: GPS, Digital Camera, Van Dorn water sampler, Secchi Disk, Integrated Sampler, Transparency Tube, Tape Measure, Staff Gauge, YSI Multi-parameter Probe, flow velocity meters, and CR10 data loggers.
- Raingear, knee boots, waders, life preserver.
- Basic mechanical tools including screwdrivers and wrenches.

**Physical
Effort
Required:**

- Position involves occasional lifting up to 70lbs.
- Position involves walking in rugged terrain sometimes in inclement weather conditions that impact the physical effort expended
- Position includes withstanding water pressure of high flowing water in waders during all weather conditions and water temperatures
- Position requires extended periods of standing and walking, both in and out of water
- Position requires extended periods of sitting and repetitive action operating computer equipment

**Mental
Effort
Required:**

- Position requires attention to detail and need for accuracy despite distractions and interruptions.
- Position requires completing tasks, and meeting deadlines

- Position requires setting work priorities and organizing work while remaining flexible and patient
- Position requires multi-tasking in a fast-paced, high stress environment
- Position requires coping with conflicting demands and prioritizing tasks while adjusting to rapidly changing situations on limited funding and within a short timeframe
- Position requires representing the decisions, actions, and best interests of the District in a variety of demanding circumstances
- Position requires dealing with multiple individuals, organizations and associations demanding time to listen and provide technical guidance.

Supervision of Others

- This position may provide supervision and direction to the District intern and for volunteers when assisting with water monitoring, environmental projects or outreach duties.
- This position provides leadership to project staff for activities defined in the project work plan

Working Conditions Required:

- Position includes regular exposure to working in adverse weather conditions, rugged terrain and variable water temperatures and water pressures
- Position requires frequent travel to various sites within the watershed district.
- This position includes work that is performed in normal office-conditions.

Job Outcomes

- Projects a positive, cooperative and respectful attitude with volunteers, Board of Managers, fellow staff members, media, local, state and federal agencies, project partners and the general public
- Provides leadership in planning, communicating, public relations and monitoring strategies
- Maintain record of expenses, time and mileage, for project tracking.
- Ensures monitoring tasks are completed in conjunction with project work plans and QA/QC protocols.
- Provides accurate, positive, and informative and environmentally respectful interactions with all youth and adult education participants
- Pursues funding to support the District's environmental programs and projects
- Provides focus to protect/enhance the quality of the District's water resources.
- Keeps abreast of water quality changes in the water-resources within the District.
- Provides status and progress reports to Administrator, District Board and funding agencies
- Provides technical guidance and adequate information for decision making to the District Administrator, Board of Managers, and staff and to the general public

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.