

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

**POSITION TITLE:** District Administrator

**REPORTS TO:** Board of Managers

**STATUS:** Exempt

**POSITION OBJECTIVE:**

Provide leadership for overall planning, direction, coordination, and operation for the Middle Fork Crow River Watershed District (MFCRWD) for the protection and preservation of water quality in the watershed. The position is charged with the administration and enforcement of the MFCRWD's comprehensive plan, rules and regulations, and management programs consistent with the goals, objectives and policies approved by the Board of Managers. The position supervises, manages, and is responsible for the affairs and activities for the MFCRWD's staff and consultants. The position fosters working relationships with watershed partners and stakeholders to implement comprehensive plan goals and objectives.

**MAJOR/ESSENTIAL FUNCTIONS:**

1. Provide public service and interact in a respectful and professional manner. Direct the administration of the MFCRWD as provided by the Board of Managers. Provide the hands on, day-to-day oversight and supervision of the activities of the various departments and staff and communicate all directives from the Board of Managers to staff. Coordinate and provide oversight for staff and all related activities authorized by the Board of Managers. Work with the consultants to provide efficient, cooperative, and informative decisions relating to the MFCRWD. Report to the Board of Managers on all activities undertaken by the District Administrator. Encourage staff to coordinate activities with project partners.
2. Provide for clear understanding of work responsibilities and job descriptions for all employees. Supervise and evaluate the performance of all employees. Make recommendations to the Board of Managers relating to employment of staff, wages, benefit programs, hours, and employee issues. Maintain an orderly and functional office and prepare, recommend, and implement general office policies and procedures. Provide for maintenance of all personnel records. Prepare, recommend, and implement personnel policies and procedures as provided by the Employee Handbook and Personnel Policy. Conduct performance appraisals for all employees as set forth in applicable policies.
3. Work with the legal counsel to review and prepare all legally binding documents. Provide notifications of MFCRWD activities as required by State Statute.
4. Approve and sign all fiscal documents as per policy. Work with the Budget Committee to review, prepare, and recommend an annual budget for consideration by the Board of Managers. Prepare long-term fiscal management plan and update progress monthly to the Board. Administer finance and accounting system and coordinate with accounting services consultant to maintain records, prepare checks for payment of invoices and prepare financial

statements for the Board. Ensure that all operations are conducted within budgeted guidelines. Assist in the preparation of the annual audit.

5. Attend and participate in Board of Managers meetings. Prepare reports, summaries, documentation, and/or other data regarding projects, improvements, planning concerns and issues, and other matters relating to local improvements and District projects as may be required for the Board of Managers to study and take further action. Provide staff support for all documents distributed in the board packet (agenda, information packets, appropriations, coordination of contract staff, etc.). Review and recommend corrections before distributing to Board of Managers. Provide annual report of activities to project partners (lake associations, County Soil & Water Conservation Districts, etc.) and oversight agencies (County Commissioners, Department of Natural Resources, Board of Water & Soil Resources, etc.).

6. Promote a positive working relationship with local, state, and federal agencies and/or representatives. Serve as a liaison between the MFCRWD and elected and appointed officials of local, state, and federal governmental entities and organizations. Promote and develop public relations with project partners. Maintain the distinction between private and public data as defined by all laws of the State of Minnesota as well as all federal laws and regulations including, but not limited to the Data Privacy Act. Coordinate and provide information to the Board of Managers to effectively administer MFCRWD affairs and to keep the Board of Managers informed of issues and concerns. Provide information and input regarding the recommendation of policies and procedures that will further the goals of the Board of Managers and that will improve the operation and effectiveness of the MFCRWD. Approve public relations materials and informative news releases.

7. Perform other related duties and responsibilities as required of the District Administrator as established by ordinances or resolutions adopted by the Board of Managers, delegated by the Board of Managers apparent as being under the purview of this position.

#### **MINIMUM QUALIFICATIONS:**

Bachelor's degree with experience in business administration, public administration, finance, or natural resources field. Prior experience in a public sector service and/or natural resources field preferred.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Broad experience in program management, fiscal management, and personnel management.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish effective working relationships with appointed officials, staff, and residents and handle a variety of customer service situations.
- 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.
- Ability to research and analyze data, determine alternatives, and make recommendations and prepare accurate and thorough reports and maintain records.
- Ability to work independently and plan, organize and prioritize projects.
- Ability to recommend policies and procedures and develop short and long-term goals and objectives for the financial area.

- Extensive use of office equipment including computer, copy machine, computer network printers.
- Extensive use of Microsoft Office Suite and accounting software.
- Ability to manage a complex budget
- Ability to find and apply for grants
- Ability to manage the website and facilitate communication with the public

**SUPERVISORY RESPONSIBILITIES:**

This position provides supervision over all employees of the MFCRWD.

**PHYSICAL AND MENTAL DEMANDS:**

Position requires extended periods of sitting and extended repetitive action operating computer equipment. Position involves occasional lifting up to 30lbs. Position requires multi-tasking in a fast-paced, high-stress environment. 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 emergency 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.

**WORKING CONDITIONS:**

Normal shift, eight-hour days, 5 days a week or 80 hours, two-week pay period. The majority of work is performed under normal office conditions.

*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.*

**BOARD OF MANAGERS APPROVAL:**

  
President, Board of Manager

7-13-22  
Date