

## District Administrator

Department/Division: Administration

FLSA Status: Exempt

### **General Definition of Work**

Performs complex executive work responsible for implementation of the District's Mission and goals, representing the District's interest with citizens, partners and stakeholders, overseeing the administration of the District programs and services, partnering with the Board of Managers to lead and coordinate the annual and long range budgets, strategies and priorities, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Board of Managers. Organizational supervision is exercised over all personnel with the organization.

### **Qualification Requirements**

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

### **Essential Functions**

Oversees District programs and project implementation; supervises staff.

Participates in regular and special Board meeting; ensures implementation of Board policy; promptly and regularly informs Board of all matters of importance in the affairs of the District, recommend and/or indicates an appropriate course of action, or obtains Board guidance, policy interpretation or decisions as necessary; communicates with the Board promptly as to their direction, clarifies if necessary and follows through.

Recommends goals, programs, policies and priorities to the Board of Managers to ensure prudent use and management of water and related land resources in the District. Provides staff leadership for strategic planning and other business processes the District engages in.

Proposes the annual work plan, budget, contract renews, and District projects, communicates work plan items in the staff report and keeps Board informed of progress regularly; ensures completion of prior year's performance goals; directs and oversees the implementation of the Watershed Management Plan.

Manages District budgets and finances to ensure that resources are available to accomplish District goals and objectives and to maintain financial stability; manages District investments; coordinates with staff the District's annual report on activities and financial audit, and ensure these reports meet statutory requirements. Manages District properties, including fleet, real estate, office lease and contents.

Manages research program with third parties and implements in-lake water quality projects; coordinates with partners, secures permits as necessary and reports as necessary; participates on Technical Environmental Panel, and research committees; coordinates research projects with partners and report to Board and partners progress and finding.

Oversees grant applications, executes grants with Board approval, tracks grant expenses, submits reporting as required. Invoices partners as per agreements.

Implements Human Resources programs. Creates an environment which encourages employee development, retention and accountability for performance; monitors and evaluates the performance of employees, explains policies and procedures, determines training needs and creates an atmosphere in which employees are motivated to perform at their highest levels; manages benefits package and all worker's compensation claims; supervises all staff; and functions as staff liaison to the Board of Managers. Hires seasonal staff as necessary.

Represents the District in the community. Meets with stakeholders and other community leaders as needed to represent the District. Coordinates program activities with agencies and organizations of interest to the District; pursues cooperative partnerships to expand reach and leverage funds further. Oversees and maintains public identity of the District including strategic communication regarding District activities, policies and mission inclusive of data privacy and open meeting law.

Stays abreast in the field of Water Resource Management. Recommends changes to District's short and long range programs and plans to Board of Managers in response to scientific data and community need.

Performs all other duties as required.

### **Knowledge, Skills and Abilities**

Comprehensive knowledge of hydrology and water resource management activities and issues to include water quality, water levels, ground water, stormwater, shoreland and wetlands highly desired. Comprehensive knowledge of regional state, and federal rules and regulations applicable to watershed activities preferred. Thorough knowledge of strategic planning and comprehensive land use planning processes; thorough knowledge of various industry regulatory agencies; ability to analyze and synthesize data; knowledge of contract administration. General knowledge of business and financial management; infrastructure planning and implementation; planning and managing various sized projects including related expenses and allocation of resources and budgeting; understanding of levy limits and familiarity with grant programs. Skills in public speaking and making presentations; communicating verbally and in writing; ability to oversee employees, manage performance and build teams; ability to establish and maintain effective relationships and build partnerships with agency and local officials, develops, environmental groups, District stakeholders and the general public.

### **Education and Experience**

Bachelor's degree at minimum (Master's degree preferred) with coursework in natural resources, or related field and extensive experience in public sector natural resource management in a supervisory capacity, or equivalent combination of education and experience.

### **Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires using hand to finger, handle or feel, reaching with hands and arms and repetitive motions and occasional requires standing, walking and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas

by means of the spoken work; hearing is required to perceive information at normal spoken work levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operation machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a quiet location (e.g. library, private offices).

### **Additional Skills**

Grant management experience.

Facilitation.

Conflict management.

Revised: 7/23/2019

Last revision: 10/21/2021