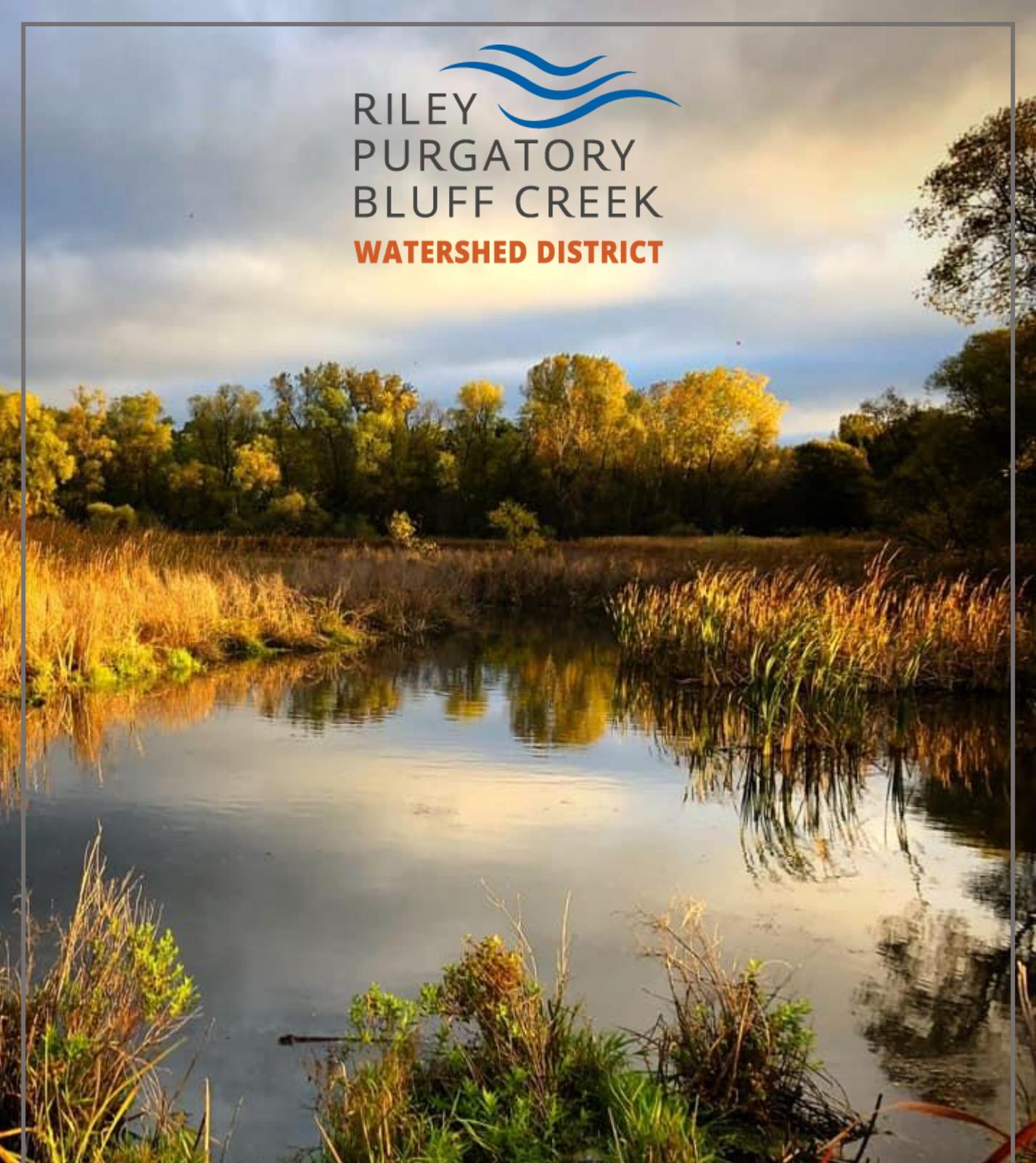


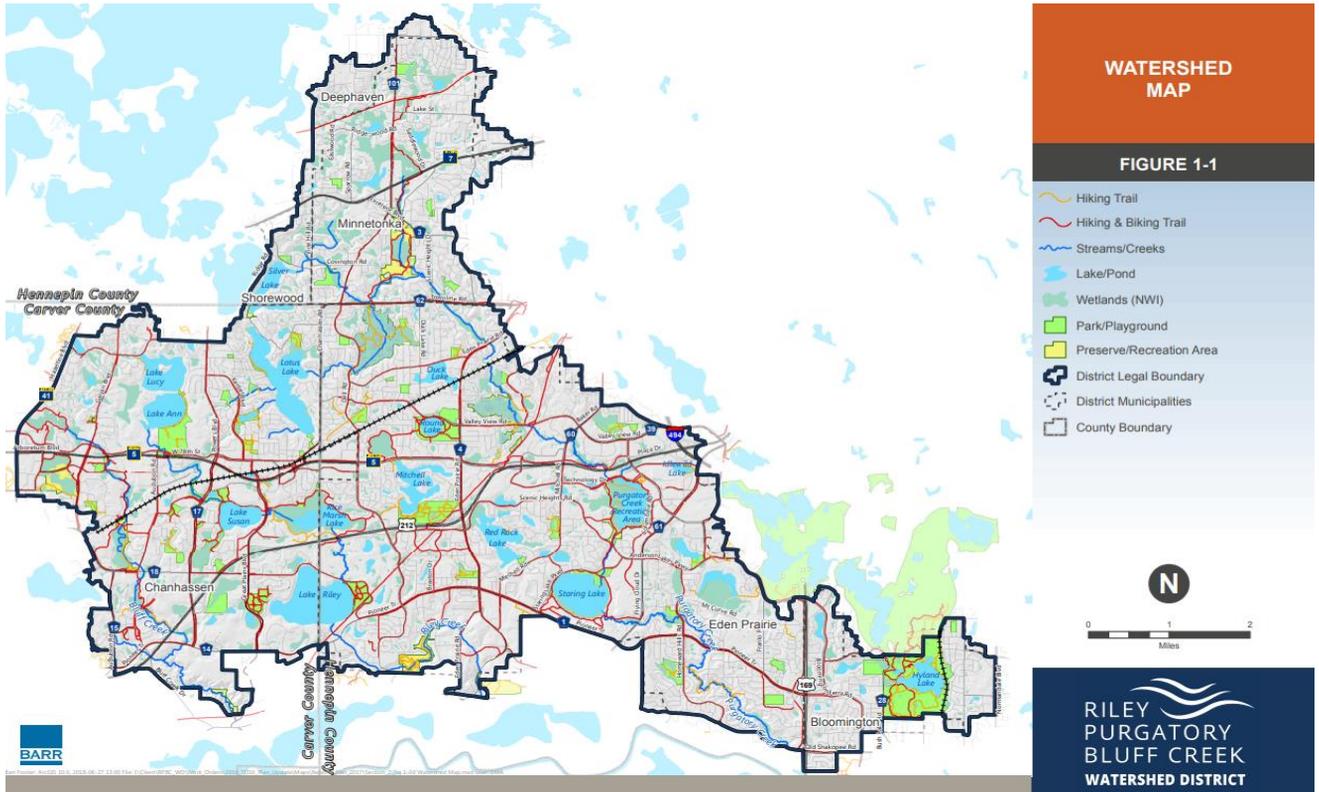


RILEY
PURGATORY
BLUFF CREEK
WATERSHED DISTRICT



DISTRICT ADMINISTRATOR

SALARY: \$95,000 TO \$142,000



The Riley Purgatory Bluff Creek Watershed District (RPBCWD) is a local unit of government tasked with protecting, managing, and restoring the water resources within its boundaries. The District was established on July 31, 1969, and is one of 65 Minnesota watershed management organizations. It is located in the southwestern portion of the Twin Cities Metropolitan Area in a largely developed urban landscape which encompasses portions of Bloomington, Chanhassen, Chaska, Deephaven, Eden Prairie, Minnetonka, and Shorewood. It covers an area close to 50 square miles and includes three distinct major watersheds: the land that drains to Riley Creek, Purgatory Creek, and Bluff Creek. Approximately 32.8 square miles of the District are within Hennepin County, and 14.5 square miles are in Carver County.

The District is managed by five managers. Four Managers are appointed by the Hennepin County Commissioners, and one Manager is appointed by the Carver County Commissioners. Each of the District's five Managers serve a three-year term.

The Board of Managers appoints two advisory committees, the Citizen Advisory Committee (CAC), and the Technical Advisory Committee (TAC) to provide recommendations on matters affecting the District including all contemplated projects. The Watershed District works regularly with various other units of state and regional government involved in regulating water resource related activities that have some jurisdiction overlapping that of the District.

The District engages many water professionals including both employees and consultant to assist in managing the District's water resources. The District partners with local communities to identify top priorities and plan and implement projects and processes to protect, manage, and restore our water resources and educate and engage residents.

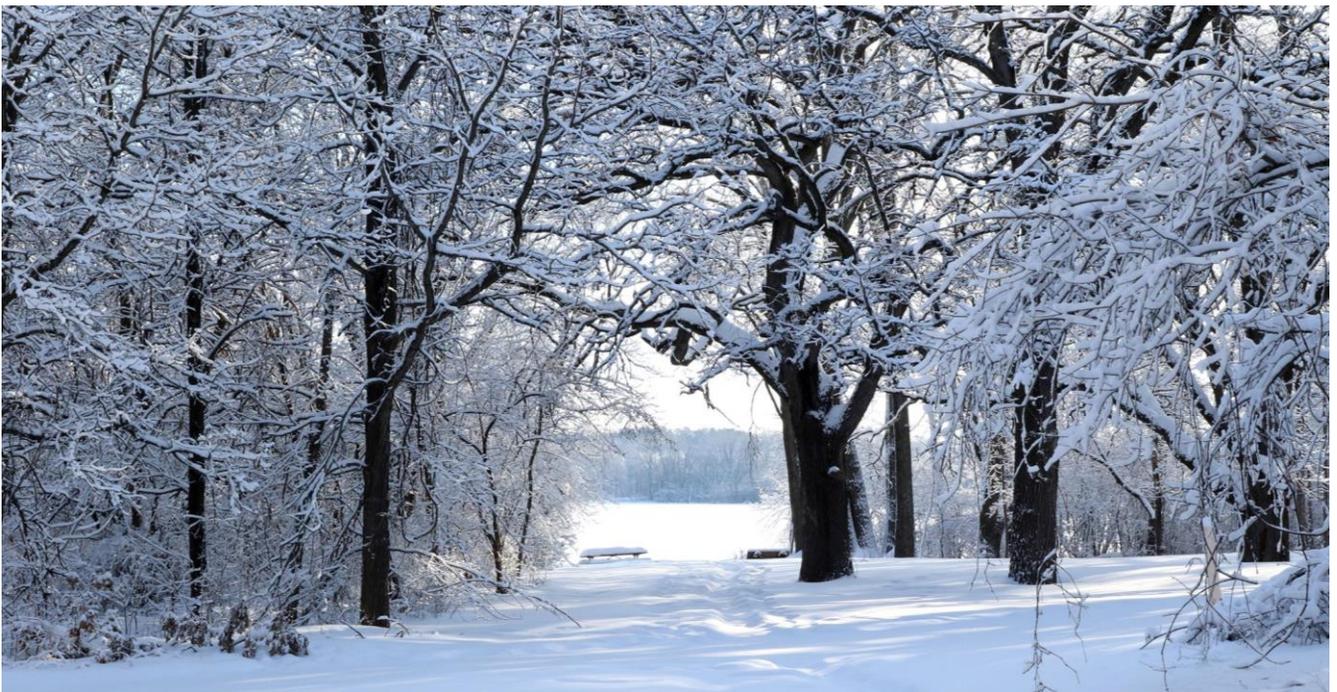
WATERSHED DISTRICT

RPBCWD has implemented a 10-Year Watershed Management Plan that describes how the District will fulfill the requirements given in Minnesota Statutes chapters 103B and 103D. In addition to the plan requirements given in statute, watershed districts in the Twin Cities metropolitan area must also follow the detailed plan requirements of Minnesota Rules chapter 8410. The rules, adopted by the Minnesota Board of Water and Soil Resources (BWSR), also contain requirements for local plans and require the establishment of the necessary authorities to ensure implementation of programs. The plan presents a summary of the District's goals, strategies, and activities necessary to accomplish the District's goals during the life of the Plan (2018-2028). The plan also describes the District's resource management frameworks and funding approach for capital improvement projects and programs.

Understanding that public support is critical for the efficient and effective operation of any government organization, the District emphasized public engagement and outreach throughout the development of the plan. As a result, the issues identified and emphasized in the plan are a direct result of stakeholders' input.

The Riley-Purgatory-Bluff Creek Watershed District protects, manages, and restores water resources within its boundaries. The District views all the following elements as essential for achieving its mission:

- Effective administration and judicious use of public resources
- Data collection and analysis to ensure decisions are based on sound science
- Planning to achieve District goals in a strategic and equitable manner
- Education and outreach to promote watershed stewardship
- Regulation to protect District natural resources from degradation
- Projects and programs addressing both surface water and groundwater quality and quantity, and related habitat



Protect. Manage. Restore Water Resources.

The Riley Purgatory Bluff Creek Watershed District views all the following elements as essential for achieving its mission:

Administration

The District is challenged to achieve its goals through efficient and effective operation. This requires making informed and sound management decisions and balancing responsibilities among the District Administrator and staff, cities, cooperating agencies, and consultants. The District is funded by public dollars collected via an ad valorem tax levy. The District has a duty to its taxpayers to spend its funds in a responsible manner that considers the relative benefits, per dollar, of its actions.



Data Collection

Accurate monitoring data allows the District to identify potential water resource management issues (e.g., lake water quality) and track changes over time. Research, modeling, and feasibility studies allow the District to identify factors contributing to water resource management issues and develop targeted solutions. This process requires continued data collection as well as accurate and unbiased interpretation of that data using best professional judgement.

Education and Outreach

Education and outreach provide opportunities for the District to raise awareness of its role in managing water resources and increase public confidence in its expertise. The District and cities also use education and outreach to raise awareness of the impact that individuals, businesses, and organizations can have on the watershed, both positive and negative. Education and outreach provide opportunities for the District to develop watershed stewards who demonstrate and promote watershed best management practices.



WHAT DOES RPBCWD DO? – CONT'D

Planning

Effective watershed management requires planning to ensure that District projects, programs, and actions achieve the greatest possible benefit. Thoughtful evaluation and prioritization of projects and activities are necessary to deliver targeted benefits from limited resources. Transparent and defensible project prioritization methods are also critical for building partnerships and stakeholder trust.



Water Quality

Improving and protecting water quality is a primary focus of the District. Maintaining clean, safe groundwater supplies is critical to human and environmental health and to the economic and social vitality of communities.



Regulation

The District is one of several government entities with water resource management responsibilities and regulatory authority within the watershed. The District has adopted rules to ensure that land-disturbing activities do not degrade water quality, increase risk of flooding, or otherwise negatively affect water resources. Consistent enforcement and periodic evaluation of District rules is critical to protect valuable resources while not placing unnecessary burdens on developers, residents, and cities.



Water Quantity

Managing the risk of flooding is also a primary focus of the District. As development and redevelopment occur within the watershed, appropriate rate and volume controls are necessary to avoid creating future flooding issues or exacerbating existing flooding issues.

WATERSHED DISTRICT

As a recent MAWD Watershed District of the Year, RPBCWD has a history of leadership in innovative initiatives. The organization's work in innovative creek assessment tools, wetland inventorying, carp management, chloride reduction, junior aquatic invasive species inspectors program, and stormwater pond studies are just a few areas in which RPBCWD has led the charge and is looked to for inspiration and guidance by other organizations.

Many projects were started in the district that have been adopted by others – Creek Restoration Action Strategy (MAWD Project of the Year in 2015), Common Carp Management, Enviro DIY Monitoring, Alum Treatments (one of the early adopters), Aquatic Plants U of M Partnership, and Stormwater Pond U of MN Partnership.

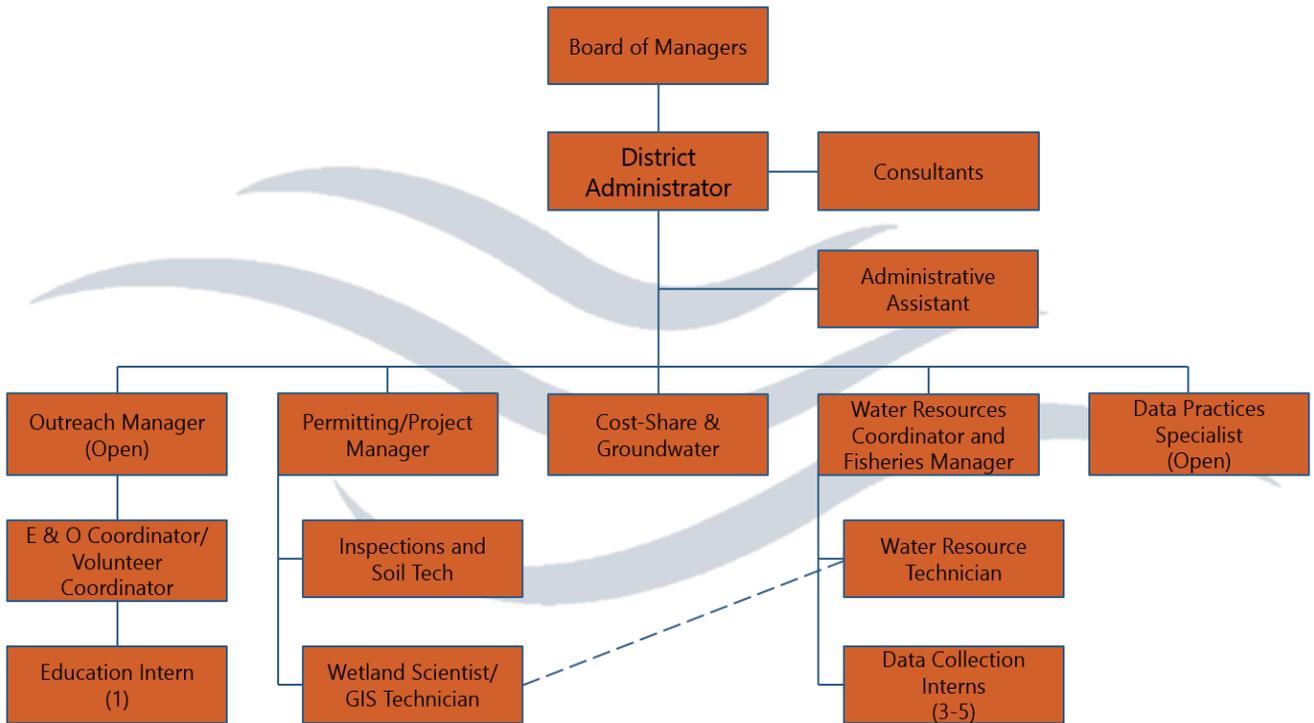


RPBCWD is very fortunate to have solid existing relationships with its cities, the DNR, the County, and many others who really value the role of the district. RPBCWD has a wonderful partnership with a local outdoor center where they collaborate several times a year on youth education programs. The organization is a trusted source of information for city publications and continuing education programs and is a part of a strong network of watershed districts who collaborate and share resources across boundaries. Community members, as well as the engaged and dedicated Citizen Advisory Committee, are actively engaged in the district's work, and Public Access and Education is a key metric that RPBCWD looks at when prioritizing projects. The organization also has strong connections with the University of Minnesota, and it hosts undergraduate students each year as service learners.



Staff members frequently present at conferences and meetings including for the U of M Water Resources Conference, Minnesota Association of Watershed Districts, Minnesota Aquatic Invasive Species Research Center, and many more.

ORGANIZATIONAL STRUCTURE



BUDGET SUMMARY

	2021 Budget	2022 Proposed
Total Revenues	7,558,007	7,328,991
Administration	1,470,054	1,575,581
Programs and Projects	2,239,379	2,009,000
Bluff Creek	812,536	603,933
Riley Creek	2,141,166	1,906,000
Purgatory Creek	714,872	960,058
Total Expenditures	7,558,007	7,284,572

CORE DUTIES OF THE POSITION

- Oversees and is responsible for the implementation of the 10-year plan and its programs and project implementation.
- Recommends changes to District's short- and long-range programs/plans to the Board of Managers in response to scientific data and community need.
- Supervises staff.
- Responsible for compliance with law.
- Participates in regular and special Board meetings.
- Responsible for implementation of Board policy.
- Promptly and regularly informs Board of all matters of importance in the affairs of the District.
- Recommends and/or indicates an appropriate course of action.
- 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, projects, and priorities to the Board of Managers regarding the prudent use and management of water and related land resources in the District.
- Provides leadership for strategic planning and other business.
- Proposes the annual work plan, budget, contract renewals, and District projects.
- Communicates the status of the work plan through monthly staff reports.
- Manages District budgets and finances to ensure that resources are available to accomplish District goals and objectives; manages District investments.
- Prepares the District's annual report on activities, monthly staff permit reports, and financial reports.
- Oversees the preparation of year-end financial statements and coordinates the conduct of the annual financial audit; ensures these reports meet statutory requirements.



WATERSHED DISTRICT

- Oversees the management of the District assets including vehicles, real estate, office lease, and equipment.
- Oversees the management of District projects, research programs with third parties, and implementation of the District's in-lake water quality projects; coordinates with partners.
- Directs the acquisition of permits as necessary for District projects and operation.
- Manages the relationship between the District managers and staff and the Citizen Advisory Committee and Technical Advisory Committee.
- Responsible for the timely preparation of all required reports and other reports as necessary.
- Participates on the Technical Environmental Panel and research committees.
- Coordinates research projects with partners and reports to Board and partners the progress and findings.
- Oversees grant applications and the approval process, tracks grant expenses, and submits reporting as required; invoices partners as per agreements.
- Executes documents, permits, and grants as directed by the Board.
- Responsible for implementation of the District's human resources policies, procedures, and programs; creates an environment which encourages employee development, retention, and accountability for performance; monitors and evaluates the performance of employees, explains policies and procedures, and determines training needs in which employees are motivated to perform at their highest levels; manages benefits package and all worker's compensation claims.
- Functions as staff liaison to the Board of Managers. Hires seasonal staff as approved by the Board of Managers.
- Represents the District in the community as directed by the Managers. 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.





- **Ensure a complete understanding and shared vision of the role and mission of RPBCWD and its capacity to tackle 21st century challenges of water quality improvement and climate change.**
- **Protect and restore the watershed using Best Management Practices (BMPs); analyze existing policies and practices based on current scientific research and data collection**
- **Build and foster relationships with citizens and local, county, regional, and state governments and organizations through proactive outreach and ongoing communications**
 - Educate regarding impact of climate change and ecosystem protection
 - Seek opportunities for collaboration
 - Provide regulatory expertise and work with collaborators to ensure compliance and encourage proactive policies and projects that reach beyond minimum requirements
 - Strategically grow community outreach and engagement, especially in under-represented service areas
- **Coordinate existing projects/plans**
 - Ten-year plan
 - Regulatory programs
 - Creek Restoration Action Strategy (CRAS)
- **Assess needs and opportunities; plan for future**
 - Long-term strategic plan
 - Climate action plan
 - Ecology management and soil health initiatives
 - Shoreline and wetlands management plans
 - Flood mitigation
- **Build a cohesive, integrated and synergistic department**
 - Communicate a shared vision and clarity of purpose
 - Create an inclusive environment that encourages collaborative thinking and planning
 - Enhance internal and external communications
 - Delegate duties accordingly and work with staff to set professional goals
 - Maintain high ethical standards, including respectful, honest interactions and communications

DESIRED ATTRIBUTES

Strong leadership skills that aligns with the organization's mission and vision

- Is dedicated to the role and mission of RPBCWD
- Establishes and effectively communicates a shared vision
- Thinks creatively and strategically
- Understand the importance of collaboration; seeks out opportunities for partnership and forges relationships

High emotional and cultural intelligence

- Nurtures a positive, collaborative environment: listens carefully; builds and sustains trust with the board of managers, staff, citizens, and stakeholders
- Communicates clearly, directly, and diplomatically
- Empowers staff in their work; provides support and direction; holds people accountable

Technical management skills

- Possesses in-depth knowledgeable about water quality issues facing Minnesota, current research, and ecosystem management
- Uses data and knowledge of best practice to analyze current and future policy, make decisions and proactively propose recommendations
- Manages budgets and solicits funding opportunities



POSITION ANNOUNCEMENT



ORGANIZATION: Riley Purgatory Bluff Creek Watershed District (RPBCWD) – Chanhassen, MN

POSITION: District Administrator

SALARY: \$95,000 to \$142,000

APPLICATION DEADLINE: 4/21/2022

JOB SUMMARY: 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.

MINIMUM QUALIFICATIONS: Bachelor's degree at minimum (Master's degree preferred) with coursework in natural resources or related field. Training, education, and extensive experience in people, project, and fiscal management, preferably in natural resource management.

APPLY: Visit <https://daviddrown.hiringplatform.com/92019-riley-purgatory-bluff-creek-watershed-district-administrator/292964-application-form/en> and complete the application process by April 21, 2022. Finalists will be selected on May 11, 2022, and final interviews will be held on May 31, 2022.

Please direct any questions to Mark Casey at mark@daviddrown.com or 612-920-3320 x113.