



LAKE MINNETONKA CONSERVATION DISTRICT

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Lake Minnetonka Conservation District Executive Director

POSITION SUMMARY:

The Executive Director is appointed by the LMCD Board of Directors, reports to the LMCD Board of Directors and serves as the chief administrative/operating officer for the LMCD. This position is responsible for planning, organizing, coordinating and evaluating the daily operations and functions of the LMCD in accordance with LMCD code of ordinances, resolutions, and directives from the Board of Directors.

ESSENTIAL FUNCTIONS OF THE POSITION:

- A. **Plans and directs the general administration of LMCD services (25%)** Coordinates the evaluation and processing of annual renewal and new applications permitted by LMCD Code; plans, develops, and makes recommendations to the LMCD Board on administrative policies, rules, regulations, and procedures; implements, interprets, and applies Board of Director actions, directives, and policies; and ensures that public services are efficiently provided and that all public complaints and inquiries are effectively handled.
- B. **Provides effective support to the LMCD Board of Directors (20%)** Facilitates regular and special LMCD Board meetings and communicates in a timely manner to affected Board members on issues that might impact the city that they represent.
- C. **Establishes and maintains public/community/media relations (15%)** Establishes and maintains a communications plan that is inclusive of stakeholder engagement, marketing and branding of the agency and media relations. Utilizes and maximizes a variety of technologies and media channels. Assesses and keeps up-to-date publication pieces including the LMCD newsletter, annual report and press releases.
- D. **Oversees the LMCD financial and fiscal policies (10%)** Supervises and works with the LMCD Treasurer to create the LMCD annual budget; oversees all fund management and investment activities; participates in the annual independent audit; and is responsible for all LMCD disbursements (payroll, accounts payable, etc.).
- E. **Serves as Liaison with LMCD member cities and other stakeholders (15%)** Seeks out current information on Lake Minnetonka related issues by cooperating with the 14 LMCD member cities and other stakeholders on matters of mutual interest; represents the LMCD in local, regional, and state meetings, and in community group functions, as requested by the LMCD Board of Directors; and stays knowledgeable of laws, rules, and regulations applicable to the LMCD. The Executive Director should be interested in moving the Board toward best management practices for the Lake's recreational and environmental needs.
- F. **Oversees LMCD human resource management (10%)** Supervises and reviews all LMCD employees (full-time, part-time, and seasonal) utilizing the adopted LMCD Personnel Policy; recommends necessary changes to the adopted LMCD Personnel Policy; recommends appropriate staffing levels; supervises and manages all LMCD independent contractors.
- G. **Oversees standing LMCD committees (5%)**

*Percentages are estimates only

PROFESSIONAL LEADERSHIP CHARACTERISTICS:

The Executive Director needs to be a thoughtful and collaborative leader who is personable, progressive and an excellent communicator. The Executive Director needs to be involved in the community, and seek to bring people together to foster partnerships within and across stakeholder groups.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

The Executive Director should possess strong leadership and management skills with a history of community engagement.

Areas of strong emphasis and/or desirable experience include:

- A bachelor's degree or comparable experience in public administration, urban studies, business administration, or closely related field. A master's degree in one of these fields is desirable.
- At least five years of public sector experience in one of these fields, including supervisory experience.
- General knowledge of computer operations and ability to use computer programs including MS Office.
- Skilled in communication, facilitation, conflict management, and mediation.
- Ability to establish working relationships with elected officials, LMCD Board members, other public officials, LMCD licensees, and residents.
- Knowledge of organizational management skills, with the skill and ability to apply to public sector organizations.
- Sound leadership skills, including coaching, counseling, mentoring, and making the workplace enjoyable.
- Experience in budget preparation and presentation.
- Management functions such as performance evaluation, staff development, and team building.