



# *Administrator*

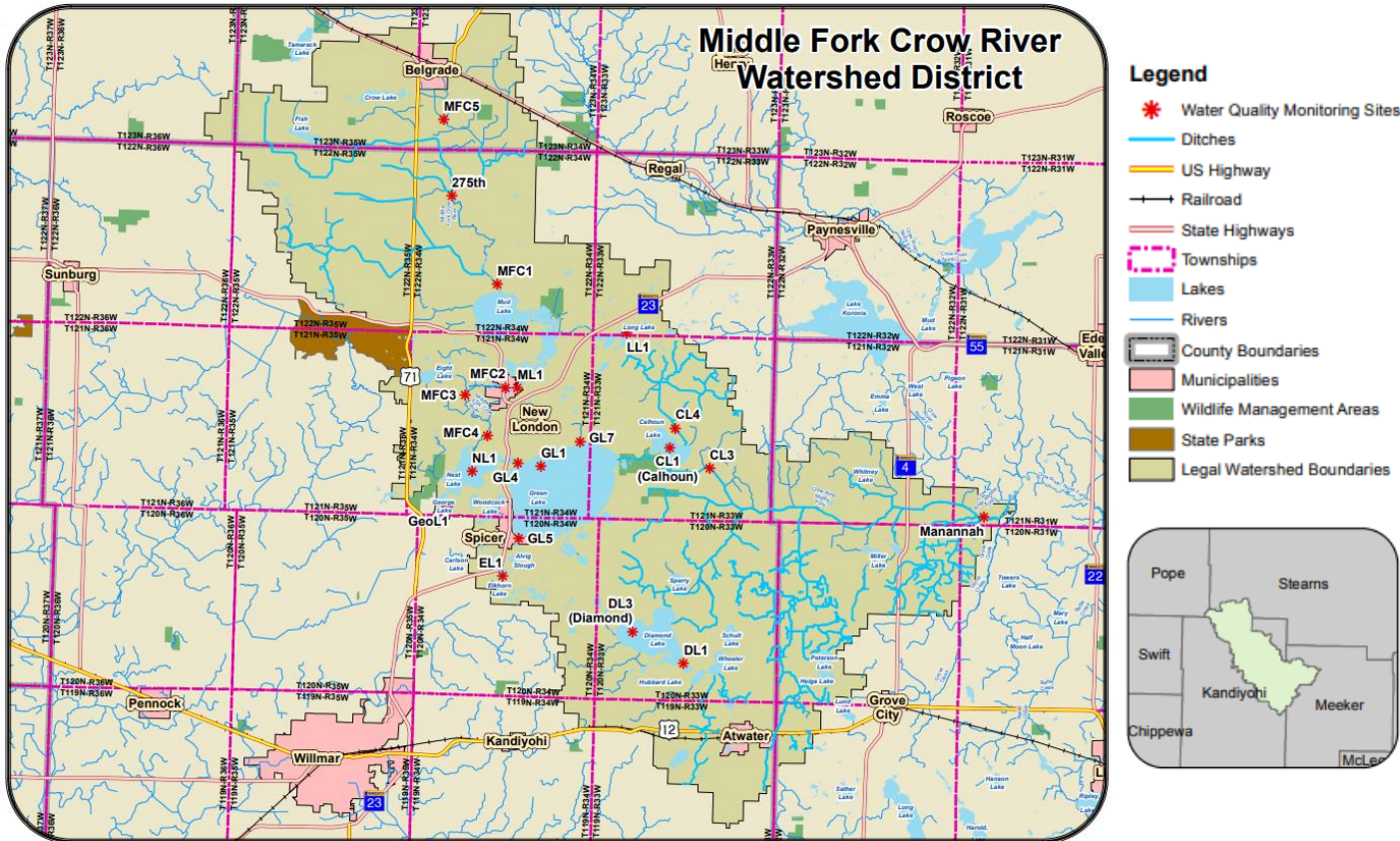
Salary: \$81,600 to \$122,400

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# ABOUT MFCRWD

## Middle Fork Crow River Watershed District

We exist for the protection and preservation of water quality in the Middle Fork Crow River Watershed



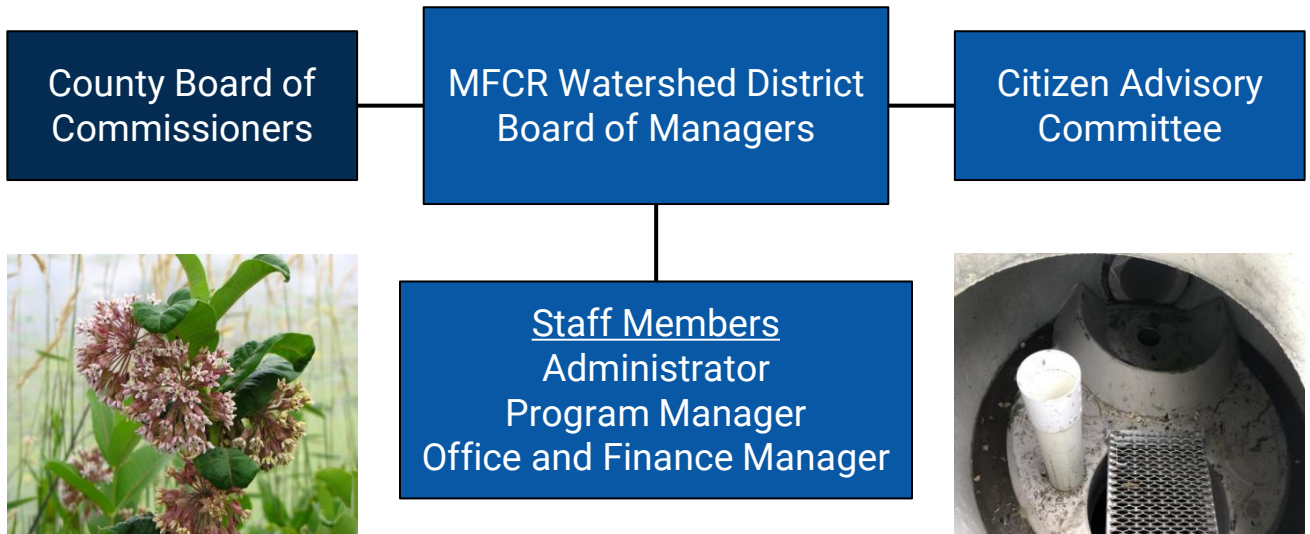
The Middle Fork Crow River Watershed District (MFCRWD) is a special purpose unit of government that was established in April 2005. The District exists for the protection and preservation of water quality in the Middle Fork Crow River Watershed. A watershed is the area where water from rain and snowmelt runs off and drains to a body of water. These bodies of water can be rivers, lakes, or ponds. Watershed boundaries are defined by hills, mountains, or other higher ground that keep the water contained. All water eventually flows to a particular body of water no matter where it comes from. Every piece of land is located in a watershed of some kind.

The Middle Fork Crow River Watershed drains a 271 square mile area. The river begins in Stearns County in the Belgrade area and flows Southward through North Central Kandiyohi County. As the river flows South it passes through the City of New London and enters Green Lake in Spicer. After the river outlets from Green Lake, it flows Eastward. Water from the City of Atwater and Diamond Lake enter the Middle Fork Crow River just before it crosses the Meeker County line. The river joins the North Fork Crow River just East of Manannah. The North Fork Crow River eventually enters the Mississippi River near Dayton. There is 13,940 acres of water (lakes, rivers, and streams), 42,117 acres of wetlands, and 123 miles of public drainage ditches in the Middle Fork Crow River Watershed.

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# ABOUT MFCRWD – CONT'D

2020 - Environmental Initiative Awards **Environmental Innovation Honorable Mention**  
2019 - MN Department of Natural Resources **Watershed District of the Year**  
2011 - MN Department of Natural Resources **Watershed District of the Year**



The District consists of a board of five Managers from three of the four counties in the watershed. Because only a very small portion of the watershed lies in Pope County, there is no board member from that county. Board members are appointed by County Commissioners and serve three-year terms.

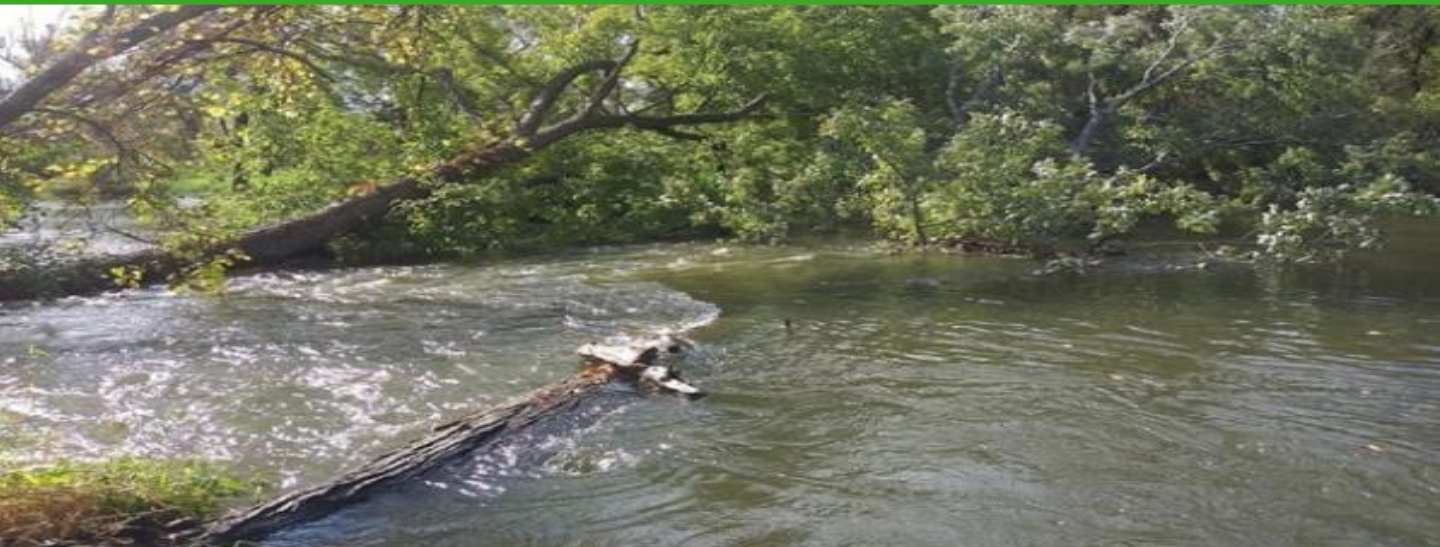
The MFCRWD statutory purposes are to protect water quantity and quality within the watershed. As required by Minnesota Statute Chapter 103D, the MFCRWD has adopted a watershed management plan. The watershed management plan identifies certain issues that are central to the District's overarching purposes. These issues include protecting and improving surface water quality, protecting groundwater quality, maintaining adequate surface and groundwater supplies for all users, protecting and restoring critical areas, promoting respectable land use management, expanding knowledge and understanding of the watershed, engaging residents in water resource management, and providing effective and efficient administration of the District.

The mission of the Citizen Advisory Committee is to assist and advise the Middle Fork Crow River Watershed District (MFCRWD) Board of Managers (Board). The primary duties of the Committee include exploring programming ideas, gathering information to aid the Board in decision making, recognizing citizen achievement in improving the Watershed, educating the public on issues and opportunities for Watershed improvement, and conducting selected projects to improve the Watershed.

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# ABOUT MFCRWD – CONT'D



Water monitoring plays a vital role for the District. Volunteers and staff members monitor lake and stream water quality, stream flow, and precipitation throughout the watershed using chemical analysis, secchi disks, secchi tubes, flow gauging equipment, a multiparameter water quality meter, and rain gauges. To determine if the watershed is reaching water quality goals, monitoring data is evaluated on an annual basis.



The District works with area teachers to incorporate water quality education into their classrooms. The MFCRWD staff provide students with hands-on educational opportunities while helping teachers meet state educational requirements. By teaching students about how their actions can affect water quality, they will be empowered to make choices that can positively impact the health of lakes and streams. The program has officially been named the MFCRWD S.T.R.E.A.M. (Student-Targeted Resource Education, Awareness, and Management) Program. Funded in part through the Minnesota Pollution Control Agency's Clean Water Partnership Program, the STREAM Program begins by building a basic understanding of watersheds and the water cycle before moving into more advanced topics, such as best management practices, erosion, non-point source pollution, stormwater, cumulative effects, water chemistry, and macroinvertebrates.

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# ABOUT MFCRWD – CONT'D

## Income

	Proposed 7/14/2021	Updated 8/30/2021
Property Taxes for General Purposes	250,000.00	250,000.00
Property Taxes for Specific Purposes	219,620.00	219,620.00
Grants	251,500.00	251,500.00
Investment Earnings	1,900.00	1,900.00
Special Assessments	120,000.00	120,000.00
Property Taxes for Established Project – Hubbard, Schultz, and Wheeler TMDL Implementation Project #2013-02	140,000.00	140,000.00
Property Taxes for Established Project – City of New London, Mud Lake Basic Water Management Project #2018-02	140,000.00	140,000.00
BMP/Septic Loan Repayments	10,190.00	10,190.00
Liability Insurance	14,500.00	14,500.00
<b>Total</b>	<b>\$1,147,710.00</b>	<b>\$1,147,710.00</b>

## Expenses

	Proposed 7/14/2021	Updated 8/30/2021
Meetings/Seminars	6,500.00	6,500.00
Administrative	10,000.00	10,000.00
BMP Implementation Expense	100,000.00	100,000.00
Professional Services - Rinke, Audit, and Engineering	125,000.00	125,000.00
Dues	4,900.00	4,900.00
Employee Benefits	90,054.74	90,054.74
Payroll Expenses	266,329.88	282,960.00
Payroll Tax Expense	23,304.87	23,304.87
Insurance	14,500.00	14,500.00
Utilities	8,500.00	8,500.00
Office Expense	7,000.00	7,000.00
Equipment and Maintenance	3,500.00	3,500.00
Monitoring	8,500.00	8,500.00
Public Education	5,000.00	5,000.00
Miscellaneous	2,000.00	2,000.00
Interest and Fiscal Charges	15,000.00	15,000.00
Lake Associations Fund	120,000.00	120,000.00
Limited Tax Bond	35,000.00	35,000.00
Debt Service - Note Payable	24,000.00	24,000.00
<b>Total</b>	<b>\$869,089.49</b>	<b>\$885,719.62</b>



# CORE DUTIES OF THE POSITION

- 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.
- 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.
- Work with the legal counsel to review and prepare all legally binding documents. Provide notifications of MFCRWD activities as required by State Statute.
- 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 the 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.



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# CORE DUTIES OF THE POSITION – CONT'D



- 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.).
- 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.
- 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, or apparent as being under the purview of this position.

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# DESIRED ADMINISTRATOR ATTRIBUTES

- A proactive leader who takes initiative and can act independently in pursuit of the Watershed mission and goals.
- An individual who can effectively manage staff, focus attention on water quality issues in the District, and keep the Board informed.
- An individual with knowledge and experience in budgeting, accounting, and finance, including use of Banyon software.
- An individual skilled in finding, writing, and managing grants through offsetting expenses, proper oversight, attention to detail, and adherence to deadlines.
- A supervisor who communicates expectations to staff, builds a strong team, and empowers staff to do their job while holding them accountable.
- An organized individual who can work in a small office doing a variety of tasks which, at times, may include providing front desk customer service, preparing board packets, etc.
- An individual who will seek out innovative and creative opportunities to collaborate with partner organizations and landowners.
- An honest and transparent individual with high integrity who can build trusting relationships with Board members, staff, and landowners.
- An individual who will network and be known in the communities that the Watershed serves.
- An analytical individual who will routinely review water projects to determine return on investment and prioritize the type of projects that best result in water quality improvements.
- An individual aware of technology trends and how it might make the organization more efficient.
- An individual who is aware of the watershed resources and connections and uses them appropriately.
- An individual with a good network who is not afraid to ask questions, seek advice, and request assistance.
- Somebody with knowledge of the State and Federal laws related to water and experience with related agencies including the Board of Water and Soil Resources (BWSR) and US Army Corps of Engineers.
- A strong communicator who keeps the Board, staff, and residents informed of Board decisions, grant awards, and project status.
- An individual with knowledge and experience in developing Watershed policies and procedures.
- An individual skilled in presenting topics and making sound recommendations to the Board.
- An individual who understands agriculture to work with farms on water quality management.
- An individual who has shown a commitment to and understanding of the challenges in conservation.
- An individual with the ability to manage the website and communicate relevant Watershed news to the public.



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# POSITION ANNOUNCEMENT



**ORGANIZATION:** MIDDLE FORK CROW RIVER WATERSHED DISTRICT

**POSITION:** ADMINISTRATOR

**SALARY:** \$81,600 to \$122,400

**APPLICATION DEADLINE:** SEPTEMBER 21, 2022

**JOB SUMMARY:** 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.

**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.

**APPLY:** Visit <https://daviddrown.hiringplatform.com/118868-middle-fork-crow-river-watershed-district-administrator/418863-application-form/en> and complete the application process by September 21, 2022. Finalists will be selected on October 12, 2022, and final interviews will be held on November 4, 2022.

Please direct any questions to Pat Melvin at [pat@daviddrown.com](mailto:pat@daviddrown.com) or 612-920-3320 x116.



**DDA**

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a David Drown Associates Company

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