

YELLOW MEDICINE RIVER WATERSHED DISTRICT ADMINISTRATOR QUALIFICATIONS AND SKILLS

The Yellow Medicine River Watershed District is a special purpose unit of local government under Minnesota Statutes, Chapters 103B and 103D, mandated to preserve and manage water resources. The District Board of Managers governs the District and is authorized in statutes to employ professional assistants to execute its duties. The District currently has grants from the MPCA and BWSR to implement best management practices, monitoring and educational programs.

EDUCATION/EXPERIENCE: The Applicant must have a Bachelor's Degree (BA/BS) in environmental or related field or a minimum of four years experience in a management position with direct involvement in water resources, natural resources management, land use management or environmental or related field; or equivalent combination of education and experience.

Experience and knowledge in the operation and governance of a Watershed District preferred.

LEADERSHIP AND MANAGEMENT SKILLS:

- Strategic short and long term planning as well as reviewing progress and adjusting programs to meet changing needs.
- Working constructively and creatively with Boards.
- Project development and execution.
- Financial management, office administration and staff supervision.
- Maintaining productive relationships with diverse constituencies and stakeholders.
- Coordinating work among governmental units.
- Managing staff and consultants, vendors, and/or contractors to achieve organizational goals and objectives.

KNOWLEDGE AND EXPERIENCE IN THESE AREAS:

- Working knowledge of state, local, regional and federal laws and regulations related to watershed activities.
- Experience in contracts administration and grants administration.
- Experience in initiating and maintaining effective collaborative intergovernmental relationships related to water resource management.
- Experience in working with diverse appointed and elected officials, boards, commissions.
- Working knowledge with computer applications as required for District business; Micro-soft, Arc-view, Quick Books Pro.
- High-level skills in written and verbal communications.
- Experience in strategic and operational planning and work program and budget development.

- Experience in managing budgets and finances, including understanding of levy powers and responsibilities.
- Experience in implementing best management practice, education and monitoring programs.
- Must have field experience in data collection, management and reporting.

INTERPERSONAL SKILLS AND PERSONAL ATTRIBUTES:

- Ability to work constructively and amicably with the Board and stakeholders to clarify Goals and Objectives and to obtain agreement on specific plans and actions.
- Ability to:
 - Work in a tactful, flexible, yet resolute manner with all constituents and stakeholders
 - Negotiate among diverse perspectives and achieve agreement.
 - Develop options and make recommendations for District policies.
 - Maintain good working relationships with cities, Counties of Lincoln, Lyon, Yellow Medicine, and the Counties' SWCD's, Board of Water and Soil Resources, MPCA, Mn DNR, and other agencies involved with water resources.
 - Generate ideas and implement projects that improve the effectiveness and efficiency of the watershed district.

HIRING SALARY RANGE: \$25,000 and up, depending on qualifications and experience.

BENEFITS: PERA (retirement), holidays, vacation/sick days

APPLICATION PROCEDURES: Applicants must submit the following items:

- Completed Yellow Medicine River Watershed District Application form – call 507-872-6720 for a copy or visit our website at www.YMRW@centurytel.net to download the application in PDF format.
- Resume
- Letter of Introduction

CLOSING DATE: March 07, 2008 or until filled. Tentative starting date April 1, 2008.

On March 10, 2008, the board will review applications and select the applicants for interviews. The applicants will be contacted for a date and time to meet with the board for the interviews.