

**Vadnais Lake Area Water Management Organization (VLAWMO)**

**POSITION TITLE:** Watershed Technician and Program Coordinator

**REPORTS TO:** Administrator

**STATUS:** Full time, Non-exempt (from FLSA)

**DATE:** January 2022

**OFFICE LOCATION:** Vadnais Heights City Hall, 800 East County Road E, Vadnais Heights, MN 55127

**PRIMARY OBJECTIVE:**

- Provide technical assistance to support the VLAWMO’s water management/protection programs and support implementation of the VLAWMO Watershed Management Plan
- Coordinate implementation of the VLAWMO’s partnership-based programs including ensuring proper planning, design, and implementation of the organization’s water-quality BMP cost-share program and other grant programs/projects
- Conduct fieldwork as needed, especially in support of regular monitoring, BMP maintenance, and regular watershed-management activities

*(The examples given below are intended as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change.)*

**MAJOR AREAS OF ACCOUNTABILITY (not intended to be in order of priority):**

- 1. Serve as the lead and or assist staff for implementation of the VLAWMO partnership cost-share programs, including but not limited to:**
  - a. Support and coordinate with partners to ensure proper planning, design, & implementation of the BMP cost-share programs
  - b. Provide technical review of proposals and present cost-share applications to the Board and committees
  - c. Prepare and submit annual grant reports and other reports as necessary
  - d. Prepare and oversee cost-share program, annual and project budgets, and follow up of projects to ensure goals are met and maintained
  - e. Develop relationships with prospective applicants (e.g., residents, businesses, schools, other organizations, and local governmental units) to develop potential projects

- f. Conduct review of applications

**2. Support the VLAWMO's program manager/coordinator by providing technical assistance in the following areas (including but not limited to):**

- a. Assist with the VLAWMO water-quality monitoring programs and on-site inspections, water sampling (summer & winter), and bacterial sampling (as needed)
- b. Collaborate and assist with data entry and annual report writing
- c. Lead or assist in the VLAWMO project inspections, reporting, and project maintenance
- d. Assist in implementing public drainage projects and drainage inspection programs
- e. Provide technical assistance to support the implementation and enforcement of the Wetland Conservation Act (WCA)

**3. Serve on a team to coordinate implementation of water-resource-management programs and projects including but not limited to:**

- a. Conduct project coordination and site evaluations
- b. Assist in development of scope of work identification and scheduling, project budgets, and planning for future maintenance needs
- c. Assist with researching grant opportunities; prepare, draft, and submit external grant proposals/applications
- d. Provide grant management and coordination including development of work plans and monitoring grant award contracts, coordinate and monitor work completed by grant-funded subcontractors, maintain grant tracking, and submit annual grant reports
- e. Provide assistance on project and program communication and outreach

**4. Provide administrative assistance to the VLAWMO's programs including but not limited to:**

- a. Print, format, and assemble reports, agendas, minutes, memos, and letters including for TEC meetings and Board of Director meetings
- b. Support water planning and review
- c. Maintain paper and electronic filing system including archival of historic paper documents
- d. Provide general technical, clerical, and administrative support as assigned to provide support for all aspects of the VLAWMO operation

- e. Assist other staff in administration and development of website materials
- f. Perform other tasks as assigned by the Administrator

### **MINIMUM QUALIFICATIONS**

1. Bachelor of Science degree, or equivalent, in the field of Water Resources, Water/Natural Resource Management, Environmental Sciences/Policy, Earth Science, Limnology, or related field. Additional relevant experience may substitute for the required educational level.
2. Minimum of 2 years of relevant professional experience including water-resource management, technical fieldwork, BMP maintenance or design, and/or review of water-quality best management practices.

### **PREFERRED QUALIFICATIONS**

1. GIS including map making/editing for general use, shapefile editing/creation, GIS database management, and ensuring data accuracy.

### **OVERALL KNOWLEDGE, SKILLS, and ABILITIES**

#### **Supervision:**

Works under general supervision

#### **Core Competencies:**

Demonstrates the ability to learn standard procedures and follow written instructions to accomplish technical duties related to assigned responsibilities. Performs work that is varied and that may be somewhat difficult in character. Knows and uses fundamental concepts, practices, and procedures of particular field of specialization. Demonstrates understanding of the priorities, goals, and objectives of the organization. Demonstrates ability to independently initiate, plan, and coordinate multiple projects ranging from routine to more complex. Demonstrates ability to independently prioritize one's own and the work of others. Demonstrates an ability to gather, analyze, and interpret information, follow instructions, and effectively resolve a range of challenges. Demonstrates an ability to plan, coordinate, monitor, and manage tasks. Demonstrates an ability to coordinate multiple projects simultaneously.

#### **Communication:**

Effectively listens, speaks, and interacts tactfully in a work group or with the public. Demonstrates verbal and written ability to work collaboratively and appropriately. Manages conflict with citizens and staff. Follows oral and written instructions. Communicates with a diverse group of coworkers, supervisors, and the public in a cooperative manner with an emphasis on facilitation. Responds promptly, and develops positive working

relationships with internal and external customers. Selects and uses the most appropriate method of communication with the public or coworkers. Produces effective and readable technical reports, documents, and correspondence.

**Physical Requirements:**

Valid driver's license; ability to walk and carry equipment in rough terrain; the ability to lift approximately 50 pounds; work some evenings and weekends

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements and does not imply a contract.

**NON-DISCRIMINATION POLICY**

**The VLAWMO will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.**