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## Watershed Administrator Position Description

The Watershed Administrator provides leadership, guidance and support in four key areas and secondary responsibility in others. VLAWMO covers about 25 sq. miles and functions under a Joint Powers agreement between six communities. Currently there are five full time staff, six members each on the Board of Directors and the Technical Commission (TEC) with delegated authority. The 2020 budget is \$1,350,000.

**Human Resources.** The Administrator provides leadership and guidance to staff, provides a positive work environment, identifies training needs and goals and coordinates benefits and other staff support. Hiring new staff as needed and conducting personnel reviews and individual goal setting falls under the purview. The administrator provides for communication between the staff and the Board and TEC.

**Board and TEC.** The administrator reports directly to the Board and serves as a liaison with Board committees such as the Policy and Personnel, Finance and ad-hoc groups as needed. Understanding and communicating VLAWMO operations and policy will be essential. Management experience is required, especially in water resources. With staff, project plans, budgets and recommendations are presented to the Board and TEC. The administrator represents the watershed at external meetings and maintains an excellent work relationship with local, state, and federal agencies.

**Watershed Planning and implementation.** Under the leadership of the administrator, the watershed plan is updated as necessary. With staff, TEC, and the Board, the administrator assures that the annual work plan will align with the goals and strategies outlined in the watershed plan. The administrator is responsible for assuring the annual report required by statute is complete and submitted. The administrator must develop an adequate network to ensure the watershed has needed information and resources.

**Financing and budget development.** The administrator Identifies and budgets for program and project expenses, equipment, personnel and volunteer support to implement the watershed plan. The administrator is the financial agent for the watershed budget, which is approved in June for the following year. The administrator works with the storm sewer utility consultant and the Board to set and certify fees to individual parcels by October. Experience in securing and managing grants and knowledge of granting agencies or organizations is essential. With staff assistance, the administrator provides fiscal oversight over grants and ensures proper reporting to agencies, Board and staff. With the bookkeeper, the administrator processes monthly bills and provides for formal approval and reporting.

While not primarily responsible, the administrator reviews project and program progress with staff managers, ensuring appropriate reporting to TEC, Board, appropriate agencies and the public. The administrator may occasionally be responsible for direct or partial project management. Technical background useful to the administrator includes an understanding of water resources, limnology, native vegetation, wetland types, restoration and state water regulations, water resource education and outreach, and state standards and regulations that apply to water (e.g. stormwater standards, chloride, wetland conservation act, etc.). Other duties as needed.