



# **Watershed Administrator Position Notice:**

## **Applications are being accepted by VLAWMO**

The Vadnais Lake Area Water Management Organization (VLAWMO) is seeking a Watershed Administrator for the operation of its watershed. The VLAWMO Administrator provides leadership and coordination in identifying and implementing VLAWMO goals, programs and priorities in conjunction with the Board and the Technical Commission. The Administrator serves as the main spokesperson to communicate the watershed's positions.

The Watershed Administrator supervises a staff of five as well as consultants and occasional seasonal staff. A budget of one to 1.3 million falls under the responsibilities of the Administrator who is hired by and reports to the Board of Directors. Six members, elected officials appointed by their respective municipalities, comprise the Board, primarily responsible for the policies and budget of VLAWMO. The six municipalities, Gem Lake, Lino Lakes, North Oaks, Vadnais Heights, White Bear Lake and White Bear Township also appoint representatives to the VLAWMO Technical Commission (TEC), who is charged with project and program oversight. The Watershed Administrator manages the relationship between staff, the Board, and the TEC.

The Watershed Administrator will provide leadership and direction in the watershed's core work areas.

The application and job description direct links are found here:

### **Application:**

[http://www.vlawmo.org/files/9315/8040/5036/Job\\_Application\\_-\\_Administrator.pdf](http://www.vlawmo.org/files/9315/8040/5036/Job_Application_-_Administrator.pdf)

### **Description:**

[http://www.vlawmo.org/files/7015/8040/6433/VLAWMO\\_Watershed\\_Administrator\\_Position\\_Description\\_2020.pdf](http://www.vlawmo.org/files/7015/8040/6433/VLAWMO_Watershed_Administrator_Position_Description_2020.pdf)

The position requires a Bachelor's degree or higher and a minimum of ten years in leadership role for a public or semi-public organization or agency. Knowledge of water resource management including water quality, wetlands, and flooding issues is required.

Strong candidates will have collaborative experience, technical knowledge, budgeting and financial experience and understanding of local, regional, state and federal authorities and regulations pertaining to water resources. The salary range is dependent on candidate's qualifications.

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**Resumes should include:**

- Name, Address, Phone, e-mail
- Educational Information (institution, course of study, degree(s) completed)
- Employment Experience (Company name and address, name of supervisor and contact (indicate if we can contact this employer), start & end dates, description of work
- Three professional references: name, title, your affiliation with reference, current contact info
- Other courses, seminars, workshops or training that may provide you with skills for this position
- Current licenses, registrations, or certificates you possess which may be related to this position
- Unpaid or volunteer experience relevant to the position for which you are applying.

Interested candidates should send a cover letter, resume, and completed application form via email or mail by

**February 21<sup>st</sup> at 3pm**

to:

**Stephanie McNamara**

[Stephanie.o.mcnamara@vlawmo.org](mailto:Stephanie.o.mcnamara@vlawmo.org)

**Vadnais Lake Area Water Management Organization  
800 County Road E East, Vadnais Heights, MN 55127**