

## The Lower Minnesota River Watershed District begins its search for a District Administrator!

The Lower Minnesota River Watershed District is excited to announce an opportunity for a qualified professional to serve as its next District Administrator. This leadership role is crucial for advancing the LMRWD's mission to protect and manage the water resources of the Lower Minnesota River..

As the chief executive of the LMRWD, the District Administrator will oversee and coordinate watershed health initiatives, including water quality improvement, flood control, and habitat restoration. The LMRWD also serves as the local sponsor for the US Army Corps of Engineers' maintenance of the 9-foot navigation channel within the Minnesota River. The Administrator will work closely with the Board of Managers, manage consultant teams (including the District's Technical Consultant, Legal Counsel, and Government Relations Consultant), and engage with local municipalities and agencies such as the Minnesota Board of Water and Soil Resources to sustain and enhance the health of the watershed and its communities.

Electronic proposals setting forth the experience of the company/individual(s) who would be interested in providing administrative services for the Lower Minnesota River Watershed District should be sent to:

Please set forth in your application the experience of the individual(s) who proposes to perform services for the District and the resumes of staff who would assist in providing the contractual services. Rates of individuals should be provided. The Board will review all proposals received and reserves the right to request additional information from any and all proposers, to conduct interviews of the proposers, to reject any and all proposals, and to otherwise take such action as it deems in the best interest of Lower Minnesota River Watershed District.

For answers to questions regarding this request contact Linda Loomis at 763-568-9522 or [naiadconsulting@gmail.com](mailto:naiadconsulting@gmail.com).

### Application Process

To apply, please submit a cover letter, resume, and three references to the Personnel Committee [[Personnel@LowerMNRiverWD.org](mailto:Personnel@LowerMNRiverWD.org)]. Applications will be reviewed as they are received.

**Job Title:** District Administrator

**Reports To:** Board of Managers

**Location:** Chaska, MN

### Job Summary

The District Administrator serves as the chief executive for the Lower Minnesota River Watershed District (LMRWD), dedicated to protecting and managing the water resources of the Lower Minnesota River. The Administrator oversees all aspects of District operations, including dredge material management, water quality improvement, flood control, wetland conservation, and habitat restoration projects. Working closely with the Board of Managers, the Administrator collaborates with District staff and manages a consultant team—including the District Engineer, Counsel, and Lobby firm—to advance the District's mission. This position requires skilled vendor management, in-depth knowledge of watershed management principles, and the ability to foster partnerships with stakeholders and agencies, such as the Minnesota Board of Water and Soil Resources (BWSR), to sustain and enhance watershed health for the communities within the District.

## Position Structure Options

The Lower Minnesota River Watershed District Board is open to considering various structures to fulfill the District Administrator role, recognizing that flexibility can help the District effectively accomplish its goals. We welcome applications from:

- **Individual Employees:** Candidates interested in a traditional employment role with the District.
- **Independent Contractors:** Professionals offering their services as consultants on a contract basis.
- **Principals in a Firm:** Leaders of organizations who can dedicate their time and expertise while leveraging their firm's resources to support the District.
- **Firms or Consulting Groups:** Established firms or consulting groups specializing in watershed management or related fields, capable of providing comprehensive services to meet the District's needs.

The Board is committed to exploring these options to identify the structure that best supports the District's mission and allows for effective, sustainable progress in managing the Lower Minnesota River's resources.

## Key Responsibilities

A general overview of the position responsibilities with an estimate of allocated time:

1. **Strategic Leadership and Planning (15%)**

- Develop, implement, and evaluate the District's strategic plan, aligning programs with the LMRWD's mission to protect and manage the Lower Minnesota River's water resources.
- Oversee and coordinate watershed-specific projects and policy initiatives with vendors, ensuring alignment with the District's goals, particularly in addressing issues such as sedimentation, water quality degradation, flood risk, and habitat preservation.
- Stay informed on policy and regulatory changes affecting watershed management, particularly those related to BWSR, and proactively develop strategies to address these changes.

## **2. Program and Project Management with Consultant Team (15%)**

- Collaborate closely with the District Engineer, Counsel, and Lobby firm to manage and coordinate water resource projects, including stormwater management, wetland protection, and water quality monitoring, tailored to the needs of the Lower Minnesota River watershed.
- Manage permitting processes through the appropriate consultants and vendors to ensure project compliance with local, state, and federal requirements.
- Maintain regular communication with vendors to ensure timely project updates, milestone tracking, and adherence to budgets, providing regular reports to the Board of Managers and key stakeholders.

## **3. Financial Oversight and Budget Management (10%)**

- Develop and administer the District's budget in consultation with the Board, ensuring responsible fiscal management aligned with District priorities.
- Collaborate with vendors on financial reporting, annual audits, and grant applications to secure funding from state, federal, and private sources to support watershed projects.
- Identify and pursue innovative funding opportunities in consultation with vendors and staff to sustain and expand LMRWD initiatives and meet evolving environmental challenges.

## **4. Stakeholder and Community Engagement (15%)**

- Establish and strengthen relationships with local governments, community groups, and state agencies, such as BWSR, to promote awareness of the Lower Minnesota River's ecological importance and watershed health initiatives.

- Represent the LMRWD at public meetings, forums, and collaborative projects, advocating for sustainable practices and educating the public on water quality and conservation.
- Engage with residents in District programs, policies, and opportunities by District partners
- Develop a comprehensive communications strategy in collaboration with vendors to engage the community on critical issues, upcoming projects, and volunteer or citizen science opportunities.

#### 5. **Board Support and Governance (40%)**

- Serve as the primary liaison between the Board of Managers, District staff, and the consultant team, facilitating communication and alignment on goals, strategies, and operational priorities.
- Prepare and present in-depth reports, project updates, and policy recommendations to inform Board decision-making and maintain clear, effective communication channels with all vendors.
- Execute Board directives and ensure that all District policies are implemented across District operations and projects managed by the consultant team.

#### 6. **Organizational and Staff Leadership (5%)**

- Lead, manage, and mentor District staff, fostering a collaborative work environment focused on professional development, accountability, and excellence in public service.
- Conduct regular performance evaluations, support staff development, and address personnel matters as needed.
- Ensure all District operations and initiatives comply with local, state, and federal laws, regulations, and policies, and work with consultants to verify compliance.

### Qualifications

- **Education:** Bachelor's degree in finance, business administration public administration, environmental science, natural resources management, hydrology, or a related field. A master's degree or equivalent experience is preferred.
- **Experience:** Experience in water resources management, watershed management, or environmental policy, with at least three years in a senior leadership role. Experience

in managing consultant teams and familiarity with BWSR programs and policies is highly preferred.

- **Knowledge:**

- In-depth knowledge of watershed management principles, environmental policy, and regulatory frameworks, including those administered by BWSR and other Minnesota agencies.
- Familiarity with the Minnesota Pollution Control Agency (MPCA), Department of Natural Resources (DNR), BWSR, Army Corp of Engineers and other relevant agencies, as well as grant funding processes.

- **Preferred Qualifications**

- Certification in water resources management, public administration, or a related field.
- Prior experience working with a Board of Managers, especially in a public or government setting.
- Knowledge of Minnesota's environmental regulatory landscape, especially BWSR, and experience leading public engagement or community outreach programs related to watershed health.

If you do not fit all of these qualifications but are passionate and committed to these issues, we urge you to apply.

## Skills and Abilities

- **Leadership and Strategic Vision:** Demonstrated ability to lead strategic planning and inspire others to work toward the mission and goals of the LMRWD.
- **Vendor and Project Management:** Proven experience managing complex environmental projects with a consultant team, particularly those focused on watershed health, from concept through to successful completion.
- **Financial Acumen:** Strong skills in budgeting, financial management, and grant writing to secure funding for District initiatives.
- **Communication and Collaboration:** Excellent interpersonal and communication skills, with a proven track record of working effectively with diverse stakeholders, including public officials, community leaders, consultants, and the public.

- **Problem-Solving and Decision-Making:** Strong analytical and problem-solving skills, with the ability to make sound decisions and adapt to evolving environmental challenges and community needs.
- **Self-Motivation and Independence:** Highly self-motivated with a strong work ethic, able to prioritize and accomplish tasks efficiently with minimal direction, demonstrating resourcefulness in addressing challenges and driving initiatives forward independently.

### Compensation and Benefits

Competitive compensation commensurate with experience and qualifications.