

District Administrator

Dept/Div: Administration

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult advanced technical and administrative work managing the day-to-day operations of the District and its programs and projects; implements policies as directed by the Board, represents the District in the community and with partner agencies and organizations, and related work as apparent or assigned. Work is performed under the general direction of the Board of Supervisors. Organizational supervision is exercised over all personnel within the organization.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Supervises District staff; assigns and directs work, develops staff schedules, reviews work, evaluates performance, provides coaching and counseling and is responsible for disciplining employees.

Coordinates hiring process, conducts orientation of new employees; coordinates training of new and current staff; develops Individual Development Plans with employees and documents steps toward achieving Job Approval Authority.

Manages all human resources related functions including time tracking, reviewing PTO requests, insurance coverage including enrollment and claims, flexible spending accounts and related functions.

Prepares Board Meeting Agendas and related materials; attends all Board meetings; executes functions and policies at the direction of the Board; develops and revises policies as directed by the Board

Implements District policies and manages day-to-day operations of the District.

Develops, recommends and monitors the District's annual budgets; oversees, prepares and reviews financial reports; oversees investment of funds and other financial related functions.

Coordinates internal District meetings, the annual planning meeting and Board committee meetings; prepares committee recommendations and reports for the Board.

Prepares and submits reports, certifications and registrations as required by the state, MCIT, USDA, funding organizations, etc.

Oversees the maintenance and lease of the District building and office space; equipment and office purchases and maintenance.

Prepares grant applications, work plans and budgets for the implementation of District programs and projects; administers grant agreements, amendments and work plans; tracks grant expenses; coordinates completion of related reports.

Coordinates the day-to-day operations for the implementation of the Root River watershed plan; prepares agendas and meeting minutes for the Root River Policy Committee; tracks work plan progress and grant expenditures and reporting.

Represents the District in the community, with elected officials and partner agencies and organizations; attends local regional and state meetings; provides information on District programs and projects; responds to inquiries and requests for assistance and information; coordinates the District's Education Plan.

Oversees local District programs and providing assistance to other local government organizations.

Assists in the management and operation of the District bacteria lab, analyzes samples and provides results for water samples; conducts audits to maintain lab certification.

Provides assistance to the County, cities and townships with rules, programs or projects; reviews DNR Water Permit applications.

Represents the District on the Wetland Conservation Act technical evaluation panel.

District Administrator

Dept/Div: *Administration*

FLSA Status: *Non-Exempt*

Knowledge, Skills and Abilities

Thorough knowledge of related industry, organization and department policies, practices and procedures; thorough knowledge of grant administration, grant agreements, work plans, reporting and budgets; thorough knowledge of maps; thorough knowledge of technical reports, documents and permit applications; thorough knowledge of budget preparation and maintenance; thorough knowledge of personnel related information and reports; thorough knowledge of standard office equipment and standard office software; thorough knowledge of bacteria lab equipment; general knowledge of related industry, organization and departmental legal guides, recommendations, best practices, ordinances and laws; general knowledge of standard accounting software and GIS mapping; some knowledge of engineering plans; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to calculate averages, median; ability to do spatial calculations; basic understanding of scientific data analysis and statistics; ability to effectively communicate verbally and in writing with staff, Board members; elected and appointed official in other agencies; state and federal officials; consultants, vendors, and the general public.

Education and Experience

Bachelor's degree in natural resources, life sciences, agricultural science, or related field and considerable experience in soil and water conservation, grant management and supervision of staff, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and reaching with hands and arms and occasionally requires walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, , using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Minnesota.

Last Revised: 1/4/2019