

JOB DESCRIPTION
RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT

POSITION: **Communications Manager** **CLASSIFICATION: Non-exempt**

DEPARTMENT: **Administration** **DATE: August 2022**

OBJECTIVE AND SCOPE

Performs complex work serving to increase the RPBCWD’s presence in the communities it serves; developing and leading communication and outreach activities that increase public understanding and foster positive behavior change concerning water resources. This position will function, with Board and Administrator direction, as a spokesperson for the RPBCWD; coordinating media relations, special events, and community presentations. This position will work interdepartmentally; assisting other staff with the messaging through the development of materials and presentations and be able to take complex, technical ideas and make them accessible to the applicable audience. This position will provide direction for marketing and electronic media.

RELATIONSHIPS

Reports to: District Administrator

Supervises: Education and Outreach Coordinator, E&O intern(s)

SPECIFIC RESPONSIBILITIES

1. Develops and implements strategic communications and outreach program that promotes the mission, activities, and positive image of RPBCWD consistent with the watershed management plan, “Planning for the Next Ten Years.”
 - a. Implements the outreach goals identified in the RPBCWD watershed management plan, “Planning for the Next Ten Years.”
 - b. Monitors and evaluates the efficiency and effectiveness of communications service delivery methods and procedures and identifies opportunities for improvement.
 - c. Create website components as needed. Create and publish written, graphic, and video web content.
 - d. Manages web-based communications strategies leveraging analytics to take the district’s use of electronic and social media "to the next level" and increasing the size and breadth of the district audience.

- e. Organizes and facilitates media events, volunteer recognition events, and special events such as district tours and milestone celebrations
 - f. Assists the administrator with appropriate and prompt responses to media inquiries.
 - g. Manages resources in a cost-effective manner and demonstrates an ability to be creative in maximizing available resources.
2. Communicates and cultivates relationships with RPBCWD stakeholders.
- a. Acts as staff liaison to the Citizens Advisory Committee, providing support in the development of initiatives that further the goals and mission of the district
 - b. Fosters and facilitates partnerships with lake associations, homeowners' associations, the business community, and non-governmental organizations
 - c. Research, implement, and evaluate strategies and tactics for accessible and equitable engagement and communications, including those traditionally excluded from the government process.
 - d. Assists and collaborates with MS4 entities to develop, disseminate, and evaluate outreach to meet requisite permit Minimum Control Measures.
 - e. Anticipates problems, identifies alternative courses of action, and prepares proactive recommendations
 - f. Takes responsibility for the content and organization of the district's website, managing online and digital platforms, optimizing these and social media channels to promote RPBCWD and ensure open communications with residents and businesses
 - g. Administers watershed stewardship grant program.
3. Facilitates inter- and intra-departmental collaboration on RPBCWD projects and programs.
- a. Develops, promotes, and guides cohesive districtwide branding among departments to ensure the RPBCWD brand is used consistently and in accordance with district brand guidelines
 - b. Leads, supervises, and develops education and outreach staff in a manner that inspires professionalism, strong inter- and intradepartmental communication, team building and alignment with RPBCWD values.
 - c. Monitors performance of education and outreach staff and provides feedback through formal and informal performance management in a timely fashion

- d. Assist staff with soliciting community feedback and planning/executing community engagement strategy
- e. Provides exceptional customer service to internal and external customers.

Other duties as apparent or assigned

PHYSICAL REQUIREMENTS

1. Perform general labor including occasional lifting of up to 35 pounds. The employee must be able to lift and move cameras, boxes of newsletters, and supplies for events.
2. Work may routinely require the employee to sit, stand, and walk for long periods of time.
3. Employee may be required to push/pull equipment and/materials as required.
4. Other duties as assigned.

REQUIREMENTS

1. Bachelor's degree in communications, journalism, environmental education, natural resource management, or similar
2. Three to five years of experience in internal and external communications or a related field, with particular emphasis on development of informational materials and maps and writing for the web and social media
3. Experience managing various social media platforms in a professional setting
4. Experience with website content management systems
5. Knowledge of and experience with group facilitation methods
6. Proficiency with the Adobe Creative Cloud suite
7. Proficiency with Microsoft Office suite
8. Valid Driver's License

DESIRED

1. Public speaking experience
2. Two years management experience
3. Local government experience

JOB DESCRIPTION
RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT

POSITION: **Natural Resources Coordinator** **CLASSIFICATION: Non-exempt**

DEPARTMENT: **Data Collection** **DATE: August 2022**

OBJECTIVE AND SCOPE

This position will involve taking a systems-based approach to water resources management, particularly how flora, fauna, and soil biota impact water resources management. The person in this position will work with various departments and agencies to assist in the development of a framework will allow Riley Purgatory Bluff Creek Watershed District (RPBCWD) to evaluate numerous factors in the prioritization of projects and programs for the protection of the district's resources. This position will provide manual and technical field and office work in water resources, data management, soil science, ecology, plant management, GPS, and GIS as part of a synergistic collaboration with peers.

RELATIONSHIPS

Reports to: District Administrator

Supervises: Seasonal employees, interns, and MN Green Corps members

SPECIFIC RESPONSIBILITIES

1. Assists District Administrator and the development and implementation of the Wetland Assessment and Management program in a manner consistent with the watershed management plan, "Planning for the Next Ten Years."
 - a. Works collaboratively with the Administrator, district engineer, and ecologist to develop a wetland assessment program that can identify wetlands to be restored, rehabilitated, or preserved based upon provided ecological services
 - b. Performs floristic quality assessments of all wetlands within the RPBCWD boundaries and updates as land use and/or climatic conditions warrant.
 - c. Performs and maintains a database of MN Rapid Assessment Methodology (MNRAM) for all wetlands within the RPBCWD boundaries and updates as land use and/or climatic conditions warrant.
 - d. Performs and maintains records of other metrics of ecological services as defined by overall assessment program.
 - e. Develops and maintains database of field collected metrics using Geographic Information Systems and Microsoft Office Suite

- f. Coordinates with other agencies, keeping abreast of latest wetland science and management practices, to leverage other data and methodologies pertaining to wetland assessment and classification.
2. Responsible for administration of Wetland Conservation Act (WCA)
- a. Performs Level 1 and Level 2 wetland delineations in accordance with the U.S. Army Corps of Engineers 1987 manual and all applicable updates and supplements.
 - b. Installs and monitors subsurface water elevations for wetland determinations through the use of piezometers and shallow monitoring wells.
 - c. Provides input to the technical evaluation panels for all local government units within the RPBCD boundaries responsible for administration of the Wetland Conservation Act.
 - d. Administers the Wetland Conservation Act for the cities of Shorewood and Deephaven.
 - e. Maintains accurate records of all WCA related activities and provides proper documentation as required by MN Rules 8410.
 - f. Provides consultation to landowners regarding wetland science and the WCA.
 - g. Reviews MNRAMs submitted by applicants for the purpose of compliance with the district regulatory program.
3. Facilitates inter- and intra-departmental collaboration on RPBCWD projects and programs through the use of Geographic Information Systems and other remote sensing technologies.
- a. Assists Water Resources Coordinator with surveying of elevation benchmarks, staff gauges, and other features as well as the processing and conversion of the collected data into a usable format.
 - b. Tells data driven stories through the use of maps and other visualizations, using Geographic Information System for use by data collection, education and outreach, and the regulatory program.
 - c. Maintains GIS database of various district elements and features.
 - d. Collaborates with consulting engineer to update existing district datasets as needed.
 - e. Administers ESRI online licenses and education for district staff.

4. Responsible for data collection necessary for helping the district meet its goals and objectives.
 - a. Assists the Administrator and District Engineer in the development of a soil health and ecological services action plan including data collection and testing protocols.
 - b. Assessment of the ecological services provided by restoration areas including, among other things, soil development, structure, tilth, bulk density, texture, water holding capacity, soil porosity, organic matter content, plant growth, species diversity, species richness, etc.
 - c. Assist Water Resources Coordinator with stream surveys, point intercept surveys, water quality sampling, fish sampling, and other data collection as needed.
 - d. Responsible for oversight of the data collection program, including supervision of seasonal employees, in the absence of the Water Resources Coordinator.
 - e. Responsible for supervision of seasonal and temporary employees assigned to them, including MN Green Corps members.

Other duties as apparent or assigned

PHYSICAL REQUIREMENTS

1. Perform general labor including occasional lifting of up to 50 pounds. The employee must be able to lift and move GPS equipment, soil augurs and probe, tile spade, modified Phillippe Dunn Infiltrometer, and excavated soil observation pits.
2. Work may routinely require the employee to stand and walk for long periods of time over uneven terrain and in inclement weather.
3. Employee may be required to push/pull equipment and/materials as required.
4. Other duties as assigned.

REQUIREMENTS

1. Bachelor's degree in natural resource management, environmental science, soil science, geology, ecology, botany, or similar
2. Five to seven years of experience in natural resource management.
3. Must have their MN Wetland Delineator Certification.
4. Must have had course work in soil science, plant identification, and hydrology or geology
5. Must have certification or otherwise demonstrate proficiency in Geographic Information Systems.

6. Proficiency with Global Positioning Survey and, in particular, with Trimble™ antennae and data collector.
7. Proficiency with Microsoft Office suite
8. Valid Driver's License

DESIRED

1. Local government experience
2. Experience working collaboratively across disciplines
3. Demonstrated ability to work independently with minimal direction and oversight.

Job Description

Position Title: Communications Coordinator
Accountable To: Outreach Manager
FLSA Status: Non-Exempt

Primary Objective of the Position:

Performs intermediate skilled technical work to create impactful narratives and data-driven, visually compelling stories, manage MCWD's website and digital communications, and ensure consistent brand management across communications channels to enhance MCWD's relationships and position across audiences. This work contributes to the implementation of the District's outreach strategy to support the planning and delivery of capital projects and the integration of land use and water policy, plans, and investments. Work is performed under the general direction of the Outreach Manager.

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 Job Functions:

Narrative Development and Data-Driven Storytelling

Create powerful narratives and original visual content to deploy across a range of communications channels to increase stakeholder support of key initiatives and MCWD's approach, including identifying and developing key messages, photo/video/graphic assets, and relevant data points.

Lead work across programs (Research & Monitoring, GIS, Permitting, Planning, Policy) to interpret data through original stories and design visuals that make dispersed, complex data more accessible, understandable, and usable.

Lead development of various MCWD publications and communications outputs (plans, reports, web stories, infographics, presentations), including outlining, copywriting, copyediting, and design.

Maintain the District's brand identity and voice by ensuring conformance to the MCWD Brand Manual by MCWD staff and external contractors. Assist in "refreshing" the MCWD Brand as needed to ensure it best supports holistic, coordinated communications and engagement.

Develop effective and efficient communications project workflows and management systems across programs, including maintaining an organized archive of all related digital files and physical assets.

Actively monitor best practices in communications and information design and build internal capacity.

Job Description

Monitor and analyze media and social media relevant to the District's geography and key initiatives.

Website Management

Manage and analyze the District's website, coordinating with staff to keep content current, maintain brand identity, improve user experience, and ensure accessibility.

Create and publish written, video, and graphic web content via MCWD's content management system. Format design files for web publishing and other digital use. Create website components as needed.

Operate the board room video system, upload online meeting recordings to website, and provide input on District's IT initiatives.

Ensure efficient and secure website operation, including oversight of hosting vendor, managing user/permissions, DNS and SSL certificates, and back-up.

Program Planning, Strategy, and Implementation

Assist in managing, evaluating, and updating the District's Outreach strategy, workflow, and the design and implementation of engagement and communications plans to support key initiatives.

Research, implement, and evaluate strategies and tactics for accessible and equitable engagement and communications, including those traditionally left out of government processes.

Keep numerous projects on track and on schedule, meeting tight time constraints. Offer creative and timely solutions when unexpected project changes arise.

Manage administrative aspects of the Outreach Program, including consultant procurement, contract management, invoice processing, and financial tracking.

Performs additional duties, as needed.

Education and Experience:

Bachelor's degree with coursework in design, communications, journalism, geography, environmental studies or related field, and 3-5 years of experience in communications, website management/design, content strategy, journalism, sustainability, data visualization, or related discipline (or equivalent combination of education and experience). Demonstrated record of turning complex information into compelling stories and leading collaborative creative processes from concept to completion.

Knowledge, Skills and Abilities:

- **Advanced knowledge** of communications strategy, project management and collaboration
- **General knowledge** of design/desktop publishing programs (Adobe Creative Cloud Suite, Canva), website management best practices (responsive design, SEO, accessibility, analytics), social media, content management systems, web development (HTML, CSS, JavaScript), editorial process (story identification, review), science/climate/policy communications, photo/video

Job Description

- **Strong and engaging written, visual, and verbal communications skills** and the ability to flex style to multiple cultural environments (ability to speak a second language a plus);
- **Ability** to demonstrate commitment to environmental protection and water resource management; assist colleagues as needed to ensure efficient workflow; develop and maintain a working knowledge of the District’s operations and policies, and State rules and regulations; maintain a flexible attitude toward job responsibilities and procedural changes; manage multiple projects with different deadlines and prioritize workload based on feedback from the supervisor; operate a computer and standard office equipment including related hardware and software; be flexible with work, collaborative, and self-directed; think and plan strategically; demonstrate sound judgment and a high level of integrity and responsibility; show commitment to values of mutual respect, teamwork, diversity and support for the individual; work some weekends and evenings; develop effective working relationships with all District consultants, local and agency staff, and associates; provide superior customer service and interaction in a friendly, professional manner; listen, keep an open mind, and respect the opinion of others.

Physical Requirements:

This work requires the regular exertion of up to 10 pounds of force and frequent exertion of up to 50 pounds of force; work regularly requires speaking or hearing and lifting, frequently requires standing, walking, sitting, reaching with hands and arms and repetitive motions and occasionally requires using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling; 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, operating machines, 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.

Acknowledgement:

Employee

Date

Supervisor

Date

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



Come Work with Minnehaha Creek Watershed District!

Title: Communications Coordinator

Salary Range: \$59,707.04 - \$83,589.85

Starting Salary Range: \$59,707.04 - \$71,648.44

Application review begins June 27, 2022. Learn more and apply at minnehahacreek.org/employment

Get to Know Us – Our Why:

MCWD believes that water is a central organizing element in the development of sustainable cities. We know that our lakes, streams, and wetlands have the power to underpin community identity, and grow social, environmental, and economic value. This is why we are dedicated to building a landscape of vibrant communities where nature and the built environment exist in balance and create value and enjoyment. We are pursuing a vision of [A Balanced Urban Ecology](#) through public-private partnerships that protect and improve water, while creating a sense of place within the watershed.

How We Work Together – Our Culture:

MCWD is a leader in watershed management—it's a place to explore your potential and to push boundaries. We know that our success is driven by talented people who want to grow, think, and create. Our culture thrives on ideas, imagination, initiative, and the power that diverse perspectives bring to our collective mission. At MCWD, we enjoy the challenge of deep, meaningful work and appreciate the power we have as a team to achieve excellence in a constantly evolving environment. Our team is growing, to reach 27 in coming months. MCWD is committed to building a diverse staff and strongly encourages applications from candidates of color.

Who You Will Work With – The Team:

The Outreach Program's success requires a dynamic, nimble team of driven, creative, critical thinkers. The team will use its expertise in engagement, information design, and communications to (1) draw deep insights that inform planning and decision making and (2) develop exceptional written, verbal, and visual storytelling. As Communications Coordinator, you will create impactful narratives and data-driven, visually compelling stories and manage MCWD's website. You will report to the Outreach Manager and collaborate to implement MCWD's [strategic outreach direction](#). This role will take on immediate responsibility and project leadership upon hire.

What You Will Be Doing – The Job:

Create Powerful Narratives and Develop Data-Driven Stories

- Create original written and visual content for all communications channels to increase stakeholder understanding and support of key initiatives and MCWD's approach.
- Lead work across programs to interpret data and develop data-driven stories and visuals to make complex data usable, engaging, and accessible.
- Maintain the District's brand identity by ensuring conformance to the MCWD Brand Manual.
- Develop effective and efficient communications workflows and asset management systems.
- Actively monitor best practices and trends in communications and information design.
- Monitor and analyze media and social media relevant to the District's geography and key initiatives.

We collaborate with public and private partners to protect and improve land and water for current and future generations.

Manage MCWD's ([soon to be updated](#)) Website

- Manage and analyze the District's website, improving user experience and ensuring accessibility.
- Create and publish written, video, and graphic content via content management system.
- Ensure efficient and secure website operation.

Contribute to Outreach Program's Planning, Strategy, and Implementation

- Assist in managing, evaluating, and updating the District's Outreach strategy, workflow, and the design and implementation of engagement and communications plans to support key initiatives.
- Research, implement, and evaluate strategies and tactics for accessible and equitable engagement/communications, including those traditionally left out of government processes.
- Manage administrative aspects of the Outreach Program.

What You Will Bring to MCWD:

- A passion for advancing [MCWD's Balanced Urban Ecology vision](#) of watershed management
- Demonstrated record of turning complex information into compelling stories and leading collaborative creative processes from concept to completion.
- Bachelor's degree with coursework in design, communications, journalism, geography, environmental studies, or related field (or equivalent combination of education and experience)
- 3-5 years of experience in communications, website management/design, content strategy, journalism, sustainability, data visualization, or related discipline
- Strong and engaging verbal, visual, and written communication skills, including ability to flex communication style to multiple cultural environments (ability to speak a second language a plus)
- General knowledge of design/desktop publishing programs, website management, content management systems, editorial process, photo/video, social media, science/climate/policy communications
- An ability to spot relevant patterns and issues, and forge new alternative ways forward
- The capacity to track, digest, and manage detail while maintaining a strategic perspective
- A drive to stretch, learn, and grow in a high performing environment
- Flexible thinking, adaptability, and a desire to actively manage change
- A propensity for interpersonal communications, and the ability to build consensus
- A drive to build lasting relationships across a diverse set of stakeholders

What We Can Offer You:

MCWD believes that taking care of its people is the right thing to do. We strive to provide an environment that supports great work, balanced with a great life, by offering:

- The opportunity to influence the strategy of a mission-driven leader in watershed management
- A commitment to maintaining competitive total compensation as a means to recruit and retain top talent to support our mission
- Employer-paid health and dental coverage
- A collaborative and supportive culture
- Flexible hybrid work environment
- Generous number of vacation and sick days each year
- 11 paid holidays per year
- Opportunities for growth and professional development, including tuition reimbursement professional credentialing, and continuing education through conferences and seminars

We collaborate with public and private partners to protect and improve land and water for current and future generations.

POSITION TITLE: Communications and Outreach Coordinator

REPORTS TO: Administrator

STATUS: Full time, Exempt

DATE REVISED: May 2022

DESCRIPTION:

Performs complex professional work serving as a District's spokesperson; developing and leading communications and outreach activities that support the District's work and increase understanding and behavior change around water resources; working with all District programs to coordinate outreach activities including media relations, special events, community presentations, and writing for local publications; collaborating with District partners and related duties. The key audiences this position will work with include: City, County and state agency staff, business community, elected officials, the District Board of Managers, and the general public.

DUTIES/RESPONSIBILITIES:

- 20%
1. Develop and implement strategic communications and outreach program to promote the mission and activities of the District, engage watershed residents, and build strong community relations and a positive public image of the District.
 - a) Develop and implement outreach activities between the District and the public, implementation, sustainability and evaluation of such activities
 - b) Implement the communications and outreach goals defined in the RCWD Watershed Management Plan
 - c) Manages the District's involvement with the Minnesota Water Stewards volunteer program, partners with Fresh Water Society, works with local water stewards
 - d) Use communications and outreach best practices and tools to credibly convey data and information and increase knowledge, awareness and the capacity for decision-making among the constituents of the District
 - e) Coordinates the development, content, review, completion, and submittal of the RCWD Annual Report and provides critical support for other District reporting requirements
- 30%
2. Collaborates on RCWD projects and programs with focus on communication and outreach

POSITION DESCRIPTION

- a) Respond to staff and facilitate the communications and outreach components of the District's projects and programs
 - b) Coordinate, implement and provide assistance as needed to staff and District communities for MS4 permit's Minimum Control Measures (MCMs), administer MCM #1 Public Education and Outreach
 - c) Facilitate and support District staff in their communications efforts (i.e. project and program communications, presentations, grant proposals and grant reports)
 - d) Develops and implements staff professional development related to presentation and stakeholder engagement as well as the annual staff retreat
 - e) Manages Communications and Outreach budget
- 30%
- 3. Communicates and cultivates partnerships with RCWD stakeholders including city staff, county staff, agency staff, elected officials, and other organizations
 - a) Organizes and coordinates pertinent training to partners and their community members when appropriate
 - b) Coordinates the District's city-county partner meetings for external stakeholders
 - c) From Board and leadership position, develops strategy and talking points on legislative issues and communications to elected officials
 - d) Represents RCWD on regional or statewide water outreach collaboratives
 - i. Represents RCWD on the Blue Thumb steering committee
 - e) Facilitates Citizen Advisory Committee meetings, activities, and events
 - f) Collaborates with local governments and regional partner organizations to achieve a consistent and streamlined municipal education and outreach program to meet MS4 requirements
 - g) Creates effective tools, resources, and programs for RCWD stakeholders
- 20%
- 4. Manages District external relations including but not limited to
 - a) Public press releases
 - b) Crisis communication response
 - c) Social media
 - i. Coordinate, develop, and maintain the District's website content and Facebook page in coordination with other staff
 - d) Content creation for District and partner publications
 - ii. Coordinate other internal contributors using District's editorial calendar and strategy
 - e) Coordinate responses to requests for interviews
 - f) Write articles for partner publications

MINIMUM QUALIFICATIONS

1. Bachelor's degree in journalism, communications, public relations, political science
2. Five (5) years professional experience in natural resources, water resources, environmental matters
3. Specific skills are required in oral and written communications, including editing, graphic design and layout, interviewing, public speaking and media relations.

PREFERRED QUALIFICATIONS

1. Previous experience with local units of government, watershed districts, and/or natural or water resources.
2. Understanding of and experience with government affairs.

KNOWLEDGE, SKILLS and ABILITIES

Knowledge of:

- Group facilitation methods
- Media relations
- Psychology of influence and persuasion
- Plain-speak communication

Skill in:

- Analysis, strategy, planning, and implementation of outreach and communications programs and solutions
- Taking direction, working independently with a minimum of supervision, using good time management practices
- Proficiency in social media and website content management
- Microsoft Office, including Outlook email platform
- Database management and desktop publishing

Ability to:

- Set priorities and balance large volumes of diverse work
- Learn software applications quickly

SUPERVISION

Works under general supervision of Administrator.

ORGANIZATION-WIDE VALUES

As a member of the District staff, the Communications and Outreach Coordinator is expected to demonstrate and support organizational values. At RCWD, we value:



POSITION DESCRIPTION

Science-based, Fact-based decision-making
Stability
Integrity

Competence
Accountability
Resiliency

Ethics
Honesty
Transparency

Because this position provides direction and coaching to other unit staff, it is expected that the incumbent reinforces organizational values in staff.

PHYSICAL REQUIREMENTS

Ability to sit or stand for extended periods of time while working at a computer in an office setting. Ability to safely move about an office with standard office equipment and furnishings present. Can walk and carry equipment, potentially in rough terrain. Can safely lift approximately 50 pounds as needed. Ability to work in varied weather including inhospitable conditions.

CONDITIONS OF EMPLOYMENT

- Reliable vehicle and ability to travel to and from locations inaccessible by public transportation for job-related duties
- Valid driver's license
- Compliance with organization-wide policies and guidelines
- Compliance with data practices policies and standards
- Successful completion of background check
- Ability to work during RCWD office hours (currently 8:00 am – 4:30 pm, Monday through Friday), plus occasional evening and weekend hours
- Ability to fulfill all functions and responsibilities as outlined in this job description

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.

Rice Creek Watershed District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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