

RESOLUTION NO. 22-073

**RILEY-PURGATORY-BLUFF CREEK WATERSHED DISTRICT
BOARD OF MANAGERS**

**RESOLUTION APPROVING THE POSTION DESCRIPTION FOR NATURAL
RESOURCES COORDINATOR**

Manager _____ offered the following resolution and moved for its adoption, seconded by
Manager _____:

WHEREAS, the Personnel Committee, in working with the District Administrator determined
that Natural Resources Coordinator was a needed position at RPBCWD;

WHEREAS, an updated Communications Manager position description has been prepared with
the review and recommendation of the Personnel Committee on July 29, 2022 and August 19,
2022, and the Board of Managers reviewed this position description at its regular meeting of
September 14, 2022;

THEREFORE BE IT RESOLVED, that the Board of Managers of the Riley-Purgatory-Bluff
Creek Watershed District hereby approves the administrator position description as presented to
[*as revised by*] the Board of Managers on September 14, 2022;

The question was on the adoption of the above resolution and there were ___ ayes, and ___ nays
as follows:

AYE NAY ABSTAIN ABSENT

Jill Crafton
Tom Duevel
Larry Koch
Dorothy Pedersen
David Ziegler

* * * * *

I, Dorothy Pedersen, Secretary of the Riley-Purgatory-Bluff Creek Watershed District
Board of Managers, do hereby certify that I have compared the above resolution with the original
thereof as the same appears of record and on file with the District and find the same to be a true
and correct transcript thereof.

IN TESTIMONY WHEREOF, I have hereunto set my hand this ___th day of
_____, 2022.

Dorothy Pedersen, Secretary

JOB DESCRIPTION
RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT

POSITION: **Natural Resources Coordinator** **CLASSIFICATION:** **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 that 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 with 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.
 - g. Assists Administrator with engagement of communities in the development of Natural Resources, Climate Resilience, and other plans as well as the coordination of programs and policies.
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 piersometers 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.
 - f. Position will serve as the position back-up for the Water Resources Manager.

Other duties as apparent or assigned such as assisting education and outreach program, data collection, etc.

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 Phillipe 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.