

District Administrator

Department/Division: Administration

FLSA Status: Exempt

General Definition of Work

Performs complex executive work responsible for implementation of the District's Mission and goals, representing the District's interest with citizens, partners and stakeholders, overseeing the administration of the District programs and services, partnering with the Board of Managers to lead and coordinate the annual and long range budgets, strategies and priorities, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Board of Managers. Organizational supervision is exercised over all personnel with 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 /ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Oversees District programs and project implementation; supervises staff.

Participates in regular and special Board meeting; ensures implementation of Board policy; promptly and regularly informs Board of all matters of importance in the affairs of the District, recommend and/or indicates an appropriate course of action, or obtains Board guidance, policy interpretation or decisions as necessary; communicates with the Board promptly as to their direction, clarifies if necessary and follows through.

Recommends goals, programs, policies and priorities to the Board of Managers to ensure prudent use and management of water and related land resources in the District. Provides staff leadership for strategic planning and other business processes the District engages in.

Proposes the annual work plan, budget, contract renews, and District projects, communicates work plan items in the staff report and keeps Board informed of progress regularly; ensures completion of prior year's performance goals; directs and oversees the implementation of the Watershed Management Plan.

Manages District budgets and finances to ensure that resources are available to accomplish District goals and objectives and to maintain financial stability; manages District investments; coordinates with staff the District's annual report on activities and financial audit, and ensure

these reports meet statutory requirements. Manages District properties, including fleet, real estate, office lease and contents.

Manages research program with third parties and implements in-lake water quality projects; coordinates with partners, secures permits as necessary and reports as necessary; participates on Technical Environmental Panel, and research committees; coordinates research projects with partners and report to Board and partners progress and finding.

Oversees grant applications, executes grants with Board approval, tracks grant expenses, submits reporting as required. Invoices partners as per agreements.

Implements Human Resources programs. Creates an environment which encourages employee development, retention and accountability for performance; monitors and evaluates the performance of employees, explains policies and procedures, determines training needs and creates an atmosphere in which employees are motivated to perform at their highest levels; manages benefits package and all worker's compensation claims; supervises all staff; and functions as staff liaison to the Board of Managers. Hires seasonal staff as necessary.

Represents the District in the community. Meets with stakeholders and other community leaders as needed to represent the District. Coordinates program activities with agencies and organizations of interest to the District; pursues cooperative partnerships to expand reach and leverage funds further. Oversees and maintains public identity of the District including strategic communication regarding District activities, policies and mission inclusive of data privacy and open meeting law.

Stays abreast in the field of Water Resource Management. Recommends changes to District's short and long range programs and plans to Board of Managers in response to scientific data and community need.

Performs all other duties as required.

Knowledge, Skills and Abilities

Comprehensive knowledge of hydrology and water resource management activities and issues to include water quality, water levels, ground water, stormwater, shoreland and wetlands highly desired. Comprehensive knowledge of regional state, and federal rules and regulations applicable to watershed activities preferred. Thorough knowledge of strategic planning and comprehensive land use planning processes; thorough knowledge of various industry regulatory agencies; ability to analyze and synthesize data; knowledge of contract administration. General knowledge of business and financial management; infrastructure planning and implementation; planning and managing various sized projects including related expenses and allocation of resources and budgeting; understanding of levy limits and familiarity with grant programs. Skills in public speaking and making presentations; communicating

verbally and in writing; ability to oversee employees, manage performance and build teams; ability to establish and maintain effective relationships and build partnerships with agency and local officials, develops, environmental groups, District stakeholders and the general public.

Education and Experience

Bachelor's degree at minimum (Master's degree preferred) with coursework in natural resources, or related field and extensive experience in public sector natural resource management in a supervisory capacity, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires using hand to finger, handle or feel, reaching with hands and arms and repetitive motions and occasional requires standing, walking and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken work; hearing is required to perceive information at normal spoken work levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operation 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 quiet location (e.g. library, private offices).

Additional Skills

Grant management experience.

Facilitation.

Conflict management.

Revised: 7/23/2019

Last revision: 10/21/2021

Riley Purgatory Bluff Creek Watershed District

Our mission is to protect, manage, and restore our water resources using input from our communities, sound engineering practices, and our ability to efficiently fund beneficial projects which transcend political jurisdictions.

Position Title	Watershed District Administrator
Position Object	This position oversees the administration of the District office to fulfil the RPBCWD mission. Provides overall budgeting, planning, direction, coordination, and operations consistent with the goals, objectives and policies approved by the Board of Managers. Supervises all District employees and activities. Provides various technical services as required.
Status	Exempt
Accountable to	District Board of Managers

Key Responsibilities and Duties

Administration Coordination

- Direct the administration of the District as communicated by the Board of Managers
- Provide the hands on, day-to-day oversight and supervision of all of the activities of staff
- Identify and scope opportunities that advance the goals and policies of the District; develop opportunities into projects or programs authorized by the Board of Managers
- Administer finance and accounting system and coordinate with accounting services consultant to maintain records; oversee the payment of invoices and prepare financial statements for the Board. Ensure all operations are conducted within budgeted guidelines
- Work with the District Attorney, District Engineer, and other professionals to provide efficient, cooperative, and informative decisions relating to the District
- Report monthly to the Board of Managers on all activities undertaken by the District Perform other related duties and responsibilities as established by ordinances or resolutions adopted and delegated by the Board of Managers
- Assist Auditor in the preparation of the annual audit
- Prepare District annual report on activities and financial audit and submit reports as required
- Serve as District Liaison with other jurisdictional governments.

Personnel Management

- Maintain an orderly and functional District office
- Interview, hire, coach, supervise and evaluate staff; conduct performance appraisals
- Provide for clear understanding of work responsibilities and job descriptions for all

employees

- Make recommendations to the Board of Managers relating to employment of District staff, wages, benefit programs, hours, and employee issues
- Confidentially maintain all personnel records
- Recommend, update and implement personnel policies and procedures that align with government regulations and RPBCWD mission

Legal and Financial Oversight

- Sign official papers of the District.
- Serve as a liaison between the District and other governmental entities and organizations
- Approve all fiscal documents
- Work with the Board of Managers to prepare an annual budget
- Manages permit application fees
- Manages financial assurances

Programs, Projects and Technical Oversight

- Provide for clear understanding of work responsibilities, goals, etc.
- Update and revise the District Comprehensive Plan and District Rules, as needed
- Coordinate District programs and activities as guided by the Comprehensive Plan
- Review permit applications, make recommendations to the Board of Managers, and issue permits
- Inspect construction sites for compliance with RPBCWD, PCA, and municipal permits, and train/oversee staff in doing the same
- Maintain permit records, including accounts and inspection records
- Coordinate with other regulatory entities
- Develop and oversee District water quality and data collection programs including the analysis and interpretation of data.
- Oversee outside contractors and consultants to ensure they follow District Management Plan and project objectives and meet budgetary requirements

Board Meetings

- Attend and participate in all Board of Managers meetings
- Prepare reports, summaries, documentation, and/or other data regarding projects, improvements, planning concerns and issues, and other matters relating to local improvements and District projects as may be required for the Board of Managers to study and take further action
- Provide staff support for all documents distributed in the board packet (agenda, information packets, coordination of contract staff, etc.)
- Review and recommend corrections before distributing to Board of Managers

Information / Education / Public Outreach

- Act as Public Information Officer for the District
- Maintain an excellent working relationship with local, state and federal agencies/representatives
- Coordinate and provide information to the Board of Managers in order to effectively

administer District affairs; inform Board of Managers of issues and concerns relating to the administration of the District's government

- Maintain the distinction between private and public data as defined by all laws of the State of Minnesota as well as all federal laws and regulations including, but not limited to the Data Privacy Act.
- Provide information and input regarding the recommendation of policies and procedures that will further the goals of the Board of Managers and that will improve the day-to-day administration of the District as well as improve the effectiveness of the District government
- Works with education and outreach staff to develop public relations materials and send out news releases as required in order to maintain positive public relations with the general public as well as the District staff
- Administers the operation and maintenance of the District's Geographic Information Services (GIS)

Qualifications and Experience

Position Specific

- BA/BS in environmental engineering, earth/environmental science, water resources, business administration, public administration, finance or related field; Masters Degree preferred
- Minimum of five years public sector administrative experience; two years of public sector professional experience if in combination with a Masters degree
- Effective communication skills that include the ability to listen to various opinions, respect for others' ideas, strong writing skills, and oral presentation skills.
- Demonstrated ability to lead and facilitate meetings and make presentations to other government agencies, councils, and community groups
- Thorough knowledge of District operations, policies and ordinances
- Able to accommodate job interruptions and still complete responsibilities in a fully satisfactory manner
- Able to prioritize work, especially when workload exceeds time available
- Broad knowledge of Statutes 103D and E
- Broad experience in program management, budget management, and personnel management
- Strong knowledge of supervisory and management practices and techniques
- Thorough knowledge of modern principles and practices of public management and administration, data privacy and open meeting law requirements
- Ability to organize and direct large and varied programs
- Ability to prepare accurate and thorough reports and maintain accurate and up-to-date records
- Capable of functioning at a high level of professional ethics with the ability to promote an ethical work place and ensure all policies and protocols are followed by District staff
- Ability to research and analyze data and situations, determine appropriate actions and lead others toward a solution
- Ability to develop and initiate plans and procedures and prioritize projects
- Availability to attend all Board of Managers meetings and provide written and verbal reports
- Maintain a valid driver's license and a good driving record
- Able to walk and carry equipment in rough terrain, and lift and carry approximately 50 pounds

- Withstand outside exposures in all temperatures and humidity, and possible construction noise

All RPBCWD positions

- Collaborative and cooperative with internal and external stakeholders
- Ability to ensure security of district property and facilities, and confidentiality of information and records
- Competent with personal computers and Microsoft Office Suite, email and Internet applications
- Flexible and adaptable to do what it takes to get the job done
- Ability to plan, prioritize, multi-task and complete projects by deadline Service-oriented, with a respectful and friendly demeanor
- Ability to problem solve and innovate
- Demonstrate a high level of respect, integrity and confidentiality
- Strong written, oral, and interpersonal communication skills Strong organizational skills
- Willing to learn new technology and processes and recommend enhancements
- Able to work some evenings and weekends

This Position Description is intended to describe the general contents of and the requirements for the performance of this job. It is not intended to be, nor may it be construed to be, a complete and exhaustive statement of duties, responsibilities, or requirements.

This Position Description is subject to change as the needs of the District and the requirements of the position change. Additional, alternative or new responsibilities and special projects may be assigned.

This is not a contract nor does it imply a contract.

MEETING MINUTES

Riley-Purgatory-Bluff Creek Watershed District

March 15, 2021, RPBCWD Board of Managers Continuation of 3/9/21 Special Meeting

PRESENT:

Managers: Jill Crafton, Treasurer
Larry Koch
Dorothy Pedersen, Vice President
Dick Ward, President
David Ziegler, Secretary

Staff: Amy Bakkum, Administrative Assistant
Terry Jeffery, Watershed Planning Manager
Josh Maxwell, Water Resources Coordinator
Louis Smith, Attorney, Smith Partners
Scott Sobiech, Engineer, Barr Engineering Company

Note: this meeting was held remotely via meeting platform Zoom in abidance with state mandates in response to Covid-19.

1. Call to Order

1 President Ward called to order the continuation of the Board’s Tuesday, March 9, 2021, Board of
2 Managers Special meeting at 5:00 p.m. The meeting was held remotely via meeting platform
3 Zoom. President Ward reminded the Board it approved the meeting agenda at the March 9th
4 meeting, and he highlighted that as part of the agenda item about the Interim District
5 Administrator, the Board will discuss the Minnesota Attorney General’s opinion as well as the
6 proposal from Barr Engineering Company.

7 Attorney Smith conducted a roll call to document manager attendance as follows:

<i>Manager</i>	<i>Action</i>
Crafton	Present
Koch	Present
Pedersen	Present
Ward	Present
Ziegler	Present

2. Interim District Administrator; Responsible Authority; Other Appropriate Delegations

9 Attorney Smith reported on the Minnesota Attorney General’s response to the District’s inquiry
 10 regarding Dr. Bleser’s access to recordings of the Board’s closed meetings. Attorney Smith
 11 reminded the Board the opinion of the District’s Legal Counsel had been that the recordings are
 12 available for access by Dr. Bleser. Attorney Smith said the Attorney General concurred. Attorney
 13 Smith said the remaining question is whether the Board would like to seek further review of that
 14 question by going to court for declaratory judgement action. He said he doesn’t recommend
 15 proceeding in that manner because of the cost and likely outcome. Attorney Smith said if the
 16 Board is inclined to proceed to grant access in response to Dr. Bleser’s request, the Board should
 17 do so through acting on a motion.

18 Manager Koch moved that in consideration of the opinion from the Minnesota Attorney General
 19 and the opinion of Smith Partners, the Board authorizes the disclosure of the recordings of the
 20 closed minutes to Claire Bleser. Manager Ziegler seconded the motion. Upon a roll call vote, the
 21 motion carried 5-0 as follows:

22

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

23
 24 President Ward reminded the Board that at its March 9th meeting, the Board appointed Mr. Jeffery
 25 interim administrator and invited Barr Engineering Company to submit a proposal to aid in the
 26 transition for a period of time. President Ward reported Barr Engineering submitted a proposal,
 27 which has been forwarded to the managers.

28 Manager Ziegler said it seems like the Barr Engineering proposal gets complicated due to
 29 potential conflict of interest and due to that, there are things Barr wouldn’t be able to do that the
 30 District Administrator has been doing. He said it would be simpler for the District to go with Mr.
 31 Jeffery as the interim administrator with full support from Barr as needed. Manager Crafton
 32 agreed with Manager Ziegler’s comment.

33 Manager Koch moved to adopt the resolution he drafted, which resolves that Barr Engineering is
 34 authorized to provide Terry Jeffery with such support and assistance as Mr. Jeffery deems
 35 necessary or advisable during his transition as the interim District Administrator, with such

36 support and assistance to be provided in accordance with the terms of the current contract
 37 between Barr and the District. Manager Pedersen asked for the District Counsel’s opinion on the
 38 resolution. Attorney Smith said the Board could consider specifying the length of time of the
 39 authorization.

40 Manager Crafton said she agrees with specifying the length of time as well as setting a term limit
 41 for the appointment of the interim administrator. Manager Koch said he doesn’t see the necessity
 42 of setting a time frame.

43 Manager Ziegler seconded Manager Koch’s motion.

44 Attorney Smith asked Engineer Sobiech if the services listed in Barr Engineering’s proposal
 45 would fall under the current contract between the District and Barr. Engineer Sobiech said he
 46 believes all the services in the proposal can fall under that same general contract. Manager Koch
 47 thanked Engineer Sobiech and Barr Engineering for the proposal and its level of detail. President
 48 Ward offered a friendly amendment that this appointment would be for a period of six months, so
 49 until September 15, and Mr. Jeffery would receive an additional stipend of \$1,500 for each of the
 50 six months until September 15. Managers Ziegler and Koch accepted the friendly amendment.

51 Upon a roll call vote, the motion carried 5-0 as follows:

52

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

53
 54 Mr. Jeffery commented he is aware of several themes that resonate with the managers including
 55 communication, transparency, doing the District’s best work, putting the best talent in the right
 56 staff positions to make best use of their skills, and customer service. He said he is committed to
 57 doing the work improve communication and making progress in these areas, and he appreciates
 58 the Board’s trust in him with the charge of interim administrator.

59

4. Transition Plan Regarding End of Employment of Claire Bleser

60 Mr. Jeffery said he is comfortable that he and Ms. Amy Bakkum with the support of Engineer
 61 Sobiech are ready to assume the duties transitioned to them.

62 Manager Koch moved to appoint Mr. Jeffery to all the positions of the District Administrator and
 63 give him all the duties and responsibilities currently held by Claire Bleser, including duties as the
 64 responsible authority, and a signatory over the District’s financial accounts and to authorize the
 65 District’s officers to execute documents necessary to carry out appropriate Board actions.
 66 Manager Ziegler seconded the motion. Attorney Smith pointed out that the District Administrator
 67 isn’t a signatory over the District’s financial accounts. Manager Ziegler and Manager Koch
 68 agreed to amend the motion to remove the authorization of Terry Jeffery as a signatory of the
 69 District’s financial accounts. The managers agreed to the change to the motion by unanimous
 70 consent.

71 Upon a roll call vote, the motion carried 5-0 as follows:

72

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

73

74 President Ward said he reviewed the proposed contract for services by Dr. Bleser to the District at
 75 an hourly rate for a period of 30 days with a maximum number of hours. Manager Koch moved to
 76 authorize Interim Administrator Jeffery to enter into a consulting agreement with Dr. Bleser at the
 77 rate of \$185.00 per hour subject to Attorney Smith reviewing the contract and making sure the
 78 interests of the District are protected, including protections such as indemnification. Manager
 79 Ziegler seconded the motion and noted the proposed contract includes language limiting the
 80 number of consulting hours by Dr. Bleser to 40 hours.

81 Attorney Smith said typically we would use for any consultant a short-form professional services
 82 agreement that the District establishes. He said the Board needs to consider what kind, if any, of
 83 insurance the District requires Dr. Bleser to have such as automobile insurance.

84 Upon a roll call vote, the motion carried 4-1 as follows:

85

<i>Manager</i>	<i>Action</i>
Crafton	No
Koch	Aye

Pedersen	Aye
Ward	Aye
Ziegler	Aye

86

5. Solicitation of Applications for District Administrator

87 Manager Koch suggested Interim Administrator Jeffery draft a solicitation of applications and
 88 present it to the Board at its next meeting. Manager Crafton said she thinks the District needs to
 89 take time to build consensus and have more clarity about what the District wants to be and what
 90 kind of culture and strategy it wants. She said she thinks the Board needs to participate in an
 91 assessment process and build consensus. The managers discussed the length of time it could take
 92 to find a permanent Administrator and the possibility of using a consultant to facilitate the Board
 93 defining the role of the Administrator. Manager Crafton said she would like to wait a month
 94 before taking such steps, and she said she wants to make sure the District staff members know
 95 what a great job they do and the confidence she has in their work and abilities.

96 Manager Koch moved to lay over this agenda item until the Board April monthly meeting.
 97 Manager Ziegler seconded the motion. Upon a roll call vote, the motion failed 2-3 as follows:

98

<i>Manager</i>	<i>Action</i>
Crafton	No
Koch	Aye
Pedersen	No
Ward	No
Ziegler	Aye

99

100 Manager Koch moved to lay over the motion indefinitely. Manager Ziegler seconded the motion
 101 with the friendly amendment to lay this agenda item over until the May meeting. Manager Koch
 102 agreed to the friendly amendment. Upon a roll call vote, the motion carried 3-2 as follows:

103

104

<i>Manager</i>	<i>Action</i>
Crafton	No
Koch	Aye
Pedersen	No
Ward	Aye
Ziegler	Aye

105

106

107

The Board directed staff to place an appropriate thank you to Dr. Bleser and B. Lauer on the District’s website.

6. Adjournment

108

109

Manager Pedersen moved to adjourn the meeting. Manager Koch seconded the motion. Upon a roll call vote, the motion carried 5-0 as follows:

<i>Manager</i>	<i>Action</i>
Crafton	Aye
Koch	Aye
Pedersen	Aye
Ward	Aye
Ziegler	Aye

110

111

112

113

114

115

116

117

The meeting adjourned at 5:52 p.m.

Respectfully submitted,

David Ziegler, Secretary