RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT

Organizational Chart

Drafted 8-29-2022

Other Professional Services

- Meeting recorder
- Information technology (IT)
- Other engineers
- Legal (reports to BOM)
- Auditor (reports to BOM)

District Administrator
Grade 9

- Overall district management
- Accounting & finance administration
- Project management
- Grant administration (eLink)
- LGU liaison

District Engineer

- Provide technical expertise
- Assist Administrator with CIP program

Natural Resources Coordinator
Grade 7

- Wetland assessment & delineation
- WCA administration
- TEP representative
- GIS administration
- Soil health administration
- Administer D/C in WRC absence

Communications Manager
Grade 7

- Marketing & branding
- Lead public communications & outreach
- Organize and facilitate events
- Serve as staff liaison to CAC
- Volunteer management

Water Resources Coordinator/ Fisheries Manager
Grade 8

- Manage D/C & monitoring program
- Fisheries management
- Assist UMN research
- AIS program management
- Safety & compliance officer

Office Manager
Grade 6

- Work with accountant & treasurer on monthly transaction report
- Assist with annual audit
- Manage vendors & professional services
- Manage public notices
- Administer technology for meetings

Natural Resources Technician II
Grade 5

- Administer permit database
- Track permit fees & financial assurance
- Site inspections
- Assist NR Coordinator with soils & D/C

Education & Outreach Coordinator
Grade 4

- Youth programming & curricula
- Mini-grant coordination
- Education program coordination
- Volunteer coordination
- DEI officer

Stewardship/Groundwater Coordinator
Grade 4

- Manage watershed stewardship program
- Assist with communications efforts
- Assist with all E&O efforts

Vacant - Fill in Fall 2023

Water Resources Technical Specialist I
Grade 4

- Assist with natural resources coordination
- Assist with D/C & monitoring program
- Fleet management

Vacant - Fill in Fall 2023

Office Assistant
Grade 3/4

- Prep meeting spaces & materials
- Assist with all record-keeping
- Prepare meeting minutes
- Assist Administrator with MDPA

Vacant- Fill in January 2023

Education & Outreach Interns
1 to 2 temporary staff positions

- Assist with all E&O efforts
- Assist with stewardship cost-share program
- Input data into MS4Front

Data Collection Interns
2 to 3 temporary staff positions

- Assist with D/C & monitoring program
- Assist with natural resources tasks