



**Nine Mile Creek Discovery Point**

12800 Gerard Drive  
Eden Prairie, MN 55346

(952) 835-2078

[www.ninemilecreek.org](http://www.ninemilecreek.org)

## Position Description

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**Position Title:** Natural Resources Project and Planning Manager

**Position Status:** Full Time

**Reports To:** District Administrator

**Classification:** Exempt (FSLA)

**Salary/Hours:**

### **PRIMARY OBJECTIVE**

This position is responsible for the development and implementation of watershed projects and the oversight of capital projects. Implements projects that address water quality and flood control issues as well as wetland and natural habitat restorations. Coordinates watershed management activities involving other local units of government, city departments, agencies, and private and non-profit sectors in the watershed.

### **MAJOR AREAS OF ACCOUNTABILITY/ESSENTIAL JOB FUNCTIONS**

#### **Project Management** (50%)

- Lead and assist in the planning, development, management and implementation of structural and non-structural best management practices designed to manage, protect and enhance water and natural resources. This includes monitoring scope, assisting in the development of contracts, easements and cooperative agreements, preparing grants and project budgets, project reporting, permitting, consultant/contractor supervision, and project implementation from scoping through closeout.
- Manage and coordinate District water and natural resource project implementation from scoping through closeout (as assigned).
  - Secure necessary permits and approvals for projects.
  - Acquire easements and land acquisitions for projects as needed.
  - Assist in the development of contracts, easements and cooperative agreements.
  - Assist in the development of agreements with local partners for coordination and/or to secure access/permission to complete projects.

- Organize & participate in development of requests for bids (RFB) and request for proposals (RFP), assist in responding to questions during the selection process, participate in pre-bid meetings, evaluate RFB & RFPs and assist in selecting a consultant/contractor.
- Monitor scope of work and progress of work by consultants/contractors.
- Develop and manage project budgets and provide oversight and review and approve payment applications or invoices.
- Coordinate review and accounting of contractor's progress payments and retainage.
- Review change order requests or amendments to determine if a change is warranted & verify the availability of funds, accuracy of the proposed costs & impacts to the budget & schedule.
- Conduct outreach to neighbors and nearby landowners of projects.
- Coordinate with District partners to implement projects to the greatest extent possible.
- Grants: Draft grant proposals, manage grant projects, and complete grant reporting requirements.
- Work with the District's Project and Program Manager on public engagement related to District projects and to draft press releases and articles on projects; create fact sheets and post articles on the website and on social media.

**Natural Resource Planning** (40%)

1. Wetland and Natural Habitat Restorations
  - a. Oversee the development and implementation of a program to preserve and enhance the quantity, as well as the function and value of wetlands and other high value natural areas.
    - i. Develop and or implement wetland and natural area restoration/protection plan(s) for identified high priority areas.
    - ii. Interact with community members to answer wetland and habitat related questions.
    - iii. Coordinate with landowners to acquire easement or other rights to perform necessary work and protect in perpetuity.
    - iv. Oversee the development of wetland and natural area(s) restoration plans.
    - v. Acquire necessary permits from oversight agencies.
2. Streambank Stabilization /Restoration
  - a. Site evaluations.
  - b. Annual inspections in partnership with partner cities for maintenance needs.
3. Discovery Point Restoration and Landscaping
  - a. Oversight of Discovery Point Ecological Master Plan.
    - i. Evaluation of maintenance needs of past landscape restoration project.
    - ii. Evaluation of maintenance needs of stormwater BMPs.
4. Technical Support to District Projects and Programs, including:
  - a. Urban BMP analysis, planning and design.
  - b. Regional stormwater facilities.

- c. City and resident technical support.
5. Cost-Share Grant Program (outgoing)
  - a) Work with the District's Program and Project Manager to provide technical support to the District's cost share grant program, including:
    - a. Conducting site visits.
    - b. Reviewing grant applications for project feasibility and benefits.
    - c. Oversee the District's Cost Share Inspection program.

**Other** (10%)

- Assist in the preparation for regular and special board meetings; routinely attend and participate in board meetings, as assigned.
- Participates as a member of the staff team for District planning, projects, and programs by cooperating with other staff and consultants, contributing ideas, providing comments when requested, and helping where needed.
- Research and stay up to date with developments in the field of water and natural resources.
- Effectively represents water and watershed issues at meetings, conferences, before the media, and to other local units of government, city departments, the Nine Mile Creek Watershed District Board of Managers, partner organizations, and the public.
- Prepares reports and summaries for the District Administrator and Board of Managers, as required/requested.
- Other duties, as assigned.

**Overall**

- Develop annual position workplan in consultation with Administrator to ensure understanding and agreement on position responsibilities and expectations. Contribute information to the budget planning process regarding program activities. Contribute to organizational planning process to ensure that programs are carried out efficiently.
- Develop and monitor budget for assigned program area and obtain approval on budget items from the Administrator.
- Keep informed of current issues that other agencies, LGUs and special interest groups are dealing with related to assigned work program areas. Keep staff informed of updated information on policies, research, and trends through written and verbal communication to ensure that the organization's programs are efficiently coordinated.
- Ensure that expertise and related skills are developed and maintained by conducting research and attending training programs as approved within budgetary guidelines.
- Perform miscellaneous office duties.

**Qualifications and Experience:**

**Experience:**

- Eight (8) years of relevant experience.
- Master's or bachelor's degree in Biology, Natural Resource Management, Environmental Science, Landscape Architecture, Urban Planning or a related field and coursework with an ecological or environmental focus. Master's degree preferred, but not required. An equivalent combination of relevant education/experience/professional licenses may be

considered.

- Familiarity with local, state and federal water resources regulatory programs and management.
- Knowledge of public process in government, urban resource management and environmental issues, storm water management practices, program management techniques, public education/public information, design and graphics, dispute resolution, and group dynamics and interactions.
- Ability to communicate effectively both verbally and in writing to a wide range of individuals and groups.
- Ability to perform outdoor activities that require walking in diverse field conditions, exposures not limited to heat and wet conditions, and position changes, lifting, pushing, and pulling requirement up to 50 pounds on a regular basis.
- Ability to work with minimal supervision.
- Valid driver's license.
- Some irregular work hours involving evening and weekend work is required.
- Experience supervising and implementing natural resource capital improvement projects.
- Landscape design and/or stormwater best management practice design experience
- Flexible working style, self-initiative, self-motivation, and a willingness to work with teams to meet project needs and schedules.
- Demonstrated experience meeting timelines and achieving project expectations.
- Project management experience and interpersonal skills.
- Demonstrated project organization and management/leadership skills.
- Knowledge of Microsoft products, P8, MIDS, Hydrocad, and Arc GIS.

### **APPLICATION**

Please send cover letter with resume, along with the name of three references to:

Randy Anhorn  
District Administrator  
Nine Mile Creek Watershed District

[ranhorn@ninemilecreek.org](mailto:ranhorn@ninemilecreek.org)

**DEADLINE: Friday at 4:30pm**