



Nine Mile Creek Discovery Point  
12800 Gerard Drive  
Eden Prairie, MN 55346  
(952) 835-2078  
[www.ninemilecreek.org](http://www.ninemilecreek.org)

## Position Announcement

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**Position Title:** Permitting and Water Resources Coordinator  
**Position Status:** Full Time  
**Reports To:** District Administrator/Program Manager  
**Classification:** Exempt (FSLA)  
**Salary/Hours:** \$45,600 - \$68,400

### **PRIMARY OBJECTIVE**

The Permit and Water Resources Coordinator is responsible for the permitting program and providing assistance for the implementation of various District water resource management programs and projects. The individual will work with the permitting team in reviewing and managing the permitting program for the District. The individual will also work in partnership with staff, the District Engineer, agency and city counterparts, community members and private contractors to support implementation of the District's water resource management programs and projects.

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

#### **Permitting** (70%)

1. Assist Permit Team in the review of permit applications, site plans, and other materials; help perform investigations and research to make recommendations on permit approvals, variances or exceptions.
  - Assists permit applicants with applicability and requirements of District rules, policies, and procedures.
  - Prepares necessary correspondence with applicants or their representatives as needed.
  - Maintains complete records of permit applications.
  - Assures that permits are processed in accordance with all statutory guidelines and District policy.
  - Coordinates review of all permits with Administrator and District Engineer.
  - Presents permit variances and permits requested for a public hearing to the Board as necessary.
  - Ensures ongoing compliance with Board conditions.
  - Monitors permitted sites to ensure compliance with District rules as needed.

2. Assist in the preparation of reports regarding permit issuance for the Board of Managers.
  - Prepares reports for District Administrator as required/requested.
  - Regularly attends Board of Managers meetings for permit presentations.
3. Communicates and corresponds with cities, builders, contractors, engineers, and the public concerning District permit related activities.
  - Responds to permit related inquiries.
  - Responds to public inquiries concerning general District activities.
  - Regularly meets and communicates with city officials, developers, builders, contractors, engineers, and neighborhood groups to present information regarding the Districts permitting program and process.
  - Implements multi-media and water resource related presentations.
4. Develop and maintain database and filing systems for permits and permitting related issues.
  - Ensures permits are filed on a timely basis.
  - Manages and tracks fees, sureties, and permit reimbursables (e.g. consultant fees).
  - Manages and tracks outstanding conditions on permits conditionally approved by the Board of Managers.
  - Reviews and manages documentation of Maintenance Agreements required for permits.
  - Maintains records of permits with active construction sites.
  - Reviews and manages as-built data for permits with completed construction.
  - Reviews and manages annual reporting or monitoring data required for permits with completed construction.
  - Modifies database organization and structure as needed to ensure documents are tracked accurately.
5. Serve on the Wetland Conservation Act Technical Environmental Panel and review wetland notifications.
6. Assists in the development of District Rules, policies, procedures and guidance documents relating to permitting.
  - Tracks rule changes recommended by the Board, staff, consultants, and others.
  - Assists in the development of language for rule changes.
  - Assists in the development of guidance documents that summarizes the District's rules and helps guide applicants through the process and submittal needs
  - Make recommendations to the District Administrator on policy or procedural changes needed to improve the permitting process.

## **Water Resources** (30%)

Provide various levels of support for the implementation of the District's water resource management programs and projects, including but not limited to:

- The District's internal cost share grant program (including providing technical support to potential applicants, tracking on-going grant projects, inspection of implemented BMPs)
- The District's water resources monitoring programs
- TMDL, WRAPS and other load allocation studies on District water resources
- External grant writing and fulfilling reporting needs for grants successfully obtained
- 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.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Experience: An undergraduate degree in Natural Resources/Environmental Science or related field is required, with at least five years of related work experience. Must possess excellent communication skills, organizational skills and demonstrate experience in organizing and coordinating groups of people. Must be willing to travel throughout the watershed and organize/attend occasional evening and weekend meetings. Must possess valid driver's license and ability to operate a motor vehicle. 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.

Additional Preferred Skills:

- Demonstrated project organization and management/leadership skills
- Knowledge of Microsoft products, P8, Hydrocad, MIDS calculator and Arc GIS
- Knowledgeable of watershed-based planning, urban environmental planning, and preservation and restoration of urban ecosystems
- 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, and group dynamics and interaction

- Landscape design and/or stormwater best management practice design experience
- Able to analyze technical reports
- Able to develop/coordinate/facilitate work teams and individuals
- Advanced public speaking, writing, facilitation, networking, conflict resolution, and interpersonal communication skills
- Able to work successfully with considerable independence

### **SALARY**

The salary range for this position is \$45,600 - \$68,400 annually, depending on qualifications and experience, plus benefits.

### **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, September 28, 2018 at 4:30pm**