



Nine Mile Creek Discovery Point

12800 Gerard Drive

Eden Prairie, MN 55346

(952) 835-2078

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

## Position Announcement

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**Position Title:** Regulatory Program Manager

**Position Status:** Full Time

**Reports To:** District Administrator

**Classification:** Exempt (FSLA)

**Salary/Hours:** \$58,400 - \$87,600

### **PRIMARY OBJECTIVE**

The Regulatory Program Manager is responsible for overseeing the permitting program for the Nine Mile Creek Watershed District. The permitting program's purpose is to protect water and natural resources from degradation related to land use change. The individual will lead a team made up of staff and consultants in administering the permitting program. The individual will also work to identify and build partnerships among stakeholders to improve regulatory coordination, review and improve regulatory processes, and work to achieve natural resource protection beyond regulation alone.

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

#### **Permitting** (80%)

1. Lead the review of permit applications, site plans, and other materials, with the assistance of the District's engineering firm; help perform investigations and research to make recommendations on permit approvals, variances or exceptions.
  - Coordinates review of all permits with District Administrator and District Engineer.
  - Assists permit applicants throughout the permitting process in accordance with all statutory guidelines and watershed district policies.
  - Monitors permitted sites to ensure compliance with watershed district rules protecting water resources and wetlands from construction impacts.
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, including presenting permit variances and permits requested for a public hearing.

3. Communicate with cities, builders, contractors, engineers, and the public concerning watershed district permit related activities.
  - Responds to permit related inquiries and to public inquiries concerning general watershed district activities.
  - Regularly meets and communicates with stakeholders to present information regarding the watershed district's permitting program and process.
4. Manage permit records and review permit documentation.
  - Manages and tracks:
    - Fees, sureties, and permit reimbursables (e.g. consultant fees).
    - Outstanding conditions on permits.
    - Permits with active construction sites.
  - Manages and reviews:
    - Permit maintenance agreement documentation.
    - Permit as-builts.
    - Permit annual reporting and monitoring data.
    - Permit database and modifies, as needed, to ensure accurate permit tracking.
5. Participate on the Wetland Conservation Act Technical Environmental Panel and review wetland notifications.
6. Lead the development of District Rules, policies, procedures and guidance documents related to permitting.
  - Makes and presents recommendations to the District Administrator and Board of Managers on changes needed to improve the permitting process, including policy, procedural, and rule changes.
  - Leads the development of guidance documents for permit applicants to assist them through the permitting process.

**Other Program Coordination** (20%)

Provide various levels of support for the implementation of watershed district programs and projects, including but not limited to:

- Manage expansion of permitting program, including potential to manage additional permitting staff as program expands.
- Manage stormwater facilities fund, including working with District Administrator and other staff on proactively identifying water quality and flood mitigation projects.
- Assist in the watershed district's internal cost share grant program (including providing permitting support to applicants, reviewing grant applications, and supporting internal program review).
- Coordinate with staff on upcoming watershed district projects for permit review, design, implementation, and timelines.

- Assist in external grant writing and grant reporting.
- Coordinate with stakeholders to identify partnership opportunities on infrastructure projects.
- Develop and implement an inspection program for past project stormwater BMPs.
- Other duties as assigned.

### **Overall**

- Develop annual position workplan in consultation with District Administrator to ensure understanding and agreement on position responsibilities and expectations. 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 District Administrator.
- Keep informed of current issues that other agencies, local government units, and special interest groups are dealing with related to assigned work program areas. Keep staff informed of updated information on policies, research, and trends 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 and conflict management skills, organizational skills, and demonstrated 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 management and leadership skills
- Knowledge of Microsoft products, P8, HydroCAD, MIDS calculator and Arc GIS
- Experience working with other local, state, and federal water/natural resource agencies
- Either certified and/or willing to get certified in job related areas to assist in job duties (e.g., certified erosion control installer, certified construction site management and SWPPP design and certified wetland delineator)
- Knowledge of OSHA and safety, or ability to obtain 10-Hour OSHA General Industry Course
- Knowledge of watershed-based planning, urban environmental planning, and preservation and restoration of urban ecosystems

- Knowledge of erosion and stormwater best management practices, sufficient to review technical reports and plans and identify compliance with applicable rules or recommend alternate practical methods.
- Knowledge of public process in government, program management techniques, public participation processes
- Ability to develop/coordinate/facilitate work teams and individuals
- Advanced conflict resolution and interpersonal communication skills
- Ability to work successfully with considerable independence

### **SALARY**

The salary range for this position is \$58,400 - \$87,600 annually, depending on qualifications and experience, plus benefits.

### **BENEFITS**

Nine Mile Creek Watershed District offers excellent benefits, professional development, tuition reimbursement, opportunities for growth, and a collaborative work environment.

Other benefits include:

- 11 paid holidays
- A generous amount of annual PTO
- Employer paid health and dental coverage
- Employer paid short and long disability and life insurance
- Flexible hybrid work environment

### **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, November 18, 2022 at 4:30pm**