



PRIOR LAKE-SPRING LAKE WATERSHED DISTRICT

POSITION ANNOUNCEMENT

Prior Lake-Spring Lake Watershed District (www.plslwd.org)

Our mission is to manage and preserve the water resources of the Prior Lake-Spring Lake Watershed District to the best of our ability using input from our communities, sound engineering practices, and our ability to efficiently fund beneficial projects which transcend political jurisdictions.

Prior Lake-Spring Lake Watershed District is looking for a motivated and customer-oriented professional to coordinate the District's permit program. The Permit Coordinator will play a critical role in ensuring the District's rules are understood and successfully administered. This position also provides the opportunity to facilitate and support the District's Citizens Advisory Committee (CAC) meetings and initiatives.

Position Title:	Permit Coordinator
Hours:	Full Time
Hiring Range:	\$55,000 - \$75,000 /year
Status:	Non-Exempt (FSLA)
Location:	4646 Dakota Street SE, Prior Lake, MN 55372
Submission Deadline:	Applications received by December 6, 2021 , will be given priority. Rolling applications will be accepted until the position is filled.
To Apply:	Submit cover letter and resume to Patty Dronen at pdronen@plslwd.org with the position title in the email subject line.

Key Responsibilities and Duties:

Manage District Permit Program (20%)

- Review District permit applications and make recommendations to the Board of Managers for permit approvals, variances, or exceptions.
 - Assist permit applicants with interpretation of District rules, policies, and procedures.
 - Prepare correspondence with permit applicants or their representatives.
 - Coordinate review of all permits with District Administrator and District Engineer.
 - Inspect and monitor permitted sites to ensure compliance with District rules and to address any violations.
 - Train and supervise other District staff that conduct permit inspections.
 - Provide inspection reports to project stakeholders on a timely basis.
- Maintain database and filing systems for permits and permitting related issues.
 - Manage and track fees, sureties, and permit reimbursements.
 - Manage and track outstanding conditions on permits conditionally approved by the Board of Managers.
 - Maintain complete records of permit applications and activities.

- Coordinate with District Engineer on review of as-built plans for permits with completed construction.
- Coordinate with partner local government units (LGUs) that enforce District rules through equivalent permit rules agreements.
 - Coordinate the review site plans and associated materials with the District Engineer and provide review comments to the permitting LGU. Monitor permitting process to ensure District rules are being applied and enforced.
 - Participate in partner LGU development review meetings.
- Serve on the Wetland Conservation Act Technical Environmental Panel. Review wetland delineations and notifications.
- Assist in the development of District Rules, policies, procedures and guidance documents related to permitting.
 - Assist in the updating, as needed, of guidance documents that summarizes the District's rules and assists applicants with the permitting process.
 - Make recommendations to the District Administrator on rule, policy or procedural changes needed to improve the permitting process.

Secure Project and Conservation Easements (25%)

- Coordinate with landowners or their representatives and District Engineer to develop, secure, and record development agreements and easements.
- Make development agreement and easement recommendations to the Board of Managers.
- Monitor and enforce placement of conservation easement boundary monumentation and vegetation establishment.
- Manage and track fees, sureties, and easement reimbursements.
- Maintain complete records.

Manage Existing Easements (20%)

- Coordinate annual conservation easement inspections.
- Communicate with landowners before and after inspections to ensure compliance, remedy identified violations, and maintain good relationships.
- Manage district conservation easement records, including updating baseline document reports, easement inspections findings, compliance, and violation communications.

Municipal Separate Storm Sewer System (MS4) General Permit Compliance (5%)

- Oversee and coordinate compliance activities of the District's MS4 program.
- Apply for MS4 permit application renewals when needed.

Manage and Facilitate the District's Citizen Advisory Committee (15%)

- Support the CAC chair and Board of Managers CAC Liaison in meeting agenda preparation and meeting facilitation.
- Attend monthly evening CAC meetings.
- Facilitate and coordinate CAC research and initiatives with District staff and the Board of Managers.

Other Responsibilities (15%)

- Perform other assigned projects and duties in a timely manner and within established budget. Regularly report progress to either District Administrator or Project Manager.
- Assist with the community education and outreach program. As requested, conduct educational and outreach programs and report progress to the Project Manager.

- Hire and manage seasonal interns. Train and supervise interns on easement and permit inspections. Coordinate other intern work tasks with District staff. Provide a positive learning experience for the interns.
- Assist in preparations for board meetings and workshops; attend and participate in board meetings as requested.
- Provide information requested by local agencies, organizations, and residents to provide effective communication and public relations. Keep District Administrator informed of current issues on a timely basis.
- Keep informed of current issues that other agencies, LGUs and special interest groups are dealing with related to assigned work program areas. Keep District Administrator 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 attending training programs as approved within budgetary guidelines.
- Willingly assist other District staff as needed to ensure efficient workflow. Maintain a flexible attitude toward job responsibilities and procedural changes.

Minimum Qualifications:

A BA/BS degree in natural resources, environmental sciences, environmental or land use planning, water resource engineering, or a related field is required, with a minimum of five years of related work experience. The incumbent shall possess a valid driver's license and provide a reliable means of transportation for the performance of work responsibilities; be competent with Microsoft Office Suite (Word, Outlook, PowerPoint and Excel); and be able perform outdoor activities that require walking on potentially challenging terrain in diverse weather conditions.

Additional Preferred Skills:

- Strong public speaking, writing, facilitation, networking, conflict resolution, and interpersonal communication skills.
- Excellent organizational skills and demonstrated experience in coordinating and facilitating work teams and committees.
- Knowledge of storm water management and Best Management Practices (BMPs).
- Successful completion of an Erosion and Stormwater Management Certification course.
- Able to analyze technical reports.
- Able to work successfully with considerable independence.
- Knowledge of P8, Hydrocad, MIDS calculator, Arc GIS, GoCanvas, Google Drive, Google Photos.
- Able to design and manage databases.

Benefits:

Spring Lake-Prior Lake Watershed District believes our employees are key to our success. The District provides a collaborative and supportive work environment, along with competitive benefits package that includes health and dental insurance, paid time off, 11 paid holidays per year, PERA contributions, along with professional training opportunities.

This Job 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. It is subject to change as the needs of the District and the requirements of the position change. Additional or revised responsibilities and special projects may be assigned. This is not a contract nor does it imply a contract.