



# PRIOR LAKE-SPRING LAKE WATERSHED DISTRICT

## POSITION ANNOUNCEMENT

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### Prior Lake-Spring Lake Watershed District ([www.plslwd.org](http://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 (PLSLWD) is looking for a motivated professional to develop watershed projects primarily focused on water quality enhancements and flood control. This position will lead projects from initial feasibility assessments through capital project implementation. The Project Manager will also coordinate the District's communication, education and outreach program, ensuring the District's activities, achievements, and goals are clearly communicated to District residents and partners.

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<b>Position Title:</b>	<b>Project Manager</b>
<b>Hours:</b>	Full Time
<b>Hiring Range:</b>	\$67,000 - \$87,000 /year
<b>Status:</b>	Exempt (FSLA)
<b>Location:</b>	4646 Dakota Street SE, Prior Lake, MN 55372
<b>Submission Deadline:</b>	Applications received by <b>June 15, 2022</b> , will be given priority. Rolling applications will be accepted until the position is filled.
<b>To Apply:</b>	Submit cover letter and resume to Patty Dronen at <a href="mailto:pdronen@plslwd.org">pdronen@plslwd.org</a> with the position title in the email subject line.

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### Key Responsibilities and Duties:

#### Project Management (60%)

- Lead in the planning, implementation, and closeout of capital improvement projects and feasibility studies related to best management practices (BMP) designed to manage, protect, and enhance water resources within the District. Work tasks include:
  - Organize and participate in development of requests for bids (RFB) and request for proposals (RFP), assist in responding to questions during selection process, participate in pre-bid meetings, evaluate bids and proposals, assist in selecting a contractor/consultant, and prepare contracts.
  - Secure necessary permits, easements, land acquisition, and other approvals, as needed.
  - Monitor and review work of contractors/consultants.
  - Review and approve payment applications and invoices.
  - Review change order requests or amendments to determine if a change is warranted and verify the availability of funds, accuracy of the proposed costs and impacts to the budget and schedule.
  - Conduct outreach to project landowners and neighbors.

- Search for grant opportunities to help fund BMP studies and projects. Prepare grant proposals, manage grants, and complete grant reporting requirements.
- Prepare agreements with District partners to define roles/responsibilities and/or to secure access/permission to complete projects, as applicable.
- Assist with preparation of annual budget related to capital projects and feasibility studies.

#### **Prior Lake Outlet Channel (10%)**

- Assist the District Administrator in overseeing programs and projects associated with the Prior Lake Outlet Channel (PLOC), which is jointly managed by PLSLWD, the Cities of Prior Lake and Shakopee, and the Shakopee Mdewakanton Sioux Community (aka the “Cooperators”). Work tasks will include:
  - Scheduling and attendance at quarterly meeting of the Cooperators. As needed, schedule attend, and prepare meeting minutes for the PLOC Technical Advisory Committee (TAC).
  - Lead the planning, implementation, and closeout of capital improvement projects and feasibility studies associated with the PLOC, including retaining consultants and contractors.
  - Lead the planning and implementation of annual PLOC operations and management activities, including retaining consultants and contractors.
  - Assist with preparation of PLOC annual work programs and budgets.

#### **Communications, Education and Outreach (10%)**

- Lead District communications, education and outreach activities. Coordinate the preparation and publication of the following:
  - Content for the District’s website and social media sites.
  - Articles and press releases on District projects and events for local newspapers.
  - Project fact sheets, newsletters, and other outreach materials, as needed.
- Manage District public education events, such as site tours, informational booths, or classroom/youth camp presentations.
- Function as PLSLWD’s liaison to the Scott Clean Water Education Program (SCWEP), administered by Scott Soil and Water Conservation District (SWCD).

#### **Farmer-Led Council (5%)**

- Function as the District’s primary liaison to the Farmer-Led Council (FLC). The FLC is comprised of local leaders in the farming community. The role of the FLC is to develop and guide implementation of strategies that PLSLWD will use to reduce agriculture’s share of nutrient loading to District water resources.
  - In collaboration with Scott SWCD, identify new cost-share programs and incentives, schedule and facilitate quarterly FLC meetings, and manage the Lake-Friendly Farm Program.
  - Develop annual FLC work plan and budget request.
  - Search for grant opportunities to help fund FLC programs and initiatives. Prepare grant proposals, manage grants, and complete grant reporting requirements.

### **Cost-Share Programs (5%)**

- Coordinate the District's Public Infrastructure Partnership Program (PIPP) with District partners.
  - Lead the planning, implementation, and closeout of capital improvement projects and feasibility studies associated with the PIPP, including retaining consultants and contractors.
  - Prepare agreements with implementation partners clearly articulating roles and responsibilities of each partner.
- Oversee the District's cost-share program in coordination with Scott SWCD.
  - Meet with Scott SWCD on a quarterly basis to review and select cost-share projects to receive District funding.
  - Review Scott SWCD activities and invoices for compliance with District policies.
  - On an annual basis, bring forward Scott SWCD's draft cost-share docket to the Board of Managers for review and discussion.

### **Other Responsibilities (10%)**

- Supervise one full-time staff member who will provide support with project management and education and outreach tasks. This staff member will also provide support to other District staff. The Project Manager will coordinate with the District's Water Resources Coordinator and Permit Coordinator regarding staff member's assistance on other District initiatives.
- Assist in preparations for regular and special board meetings and workshops; attend and participate in board meetings and workshops as requested.
- Assist with reviewing draft plans provided by District partners.
- Assist with amending the 2020-2030 Water Resources Management Plan, as needed.
- Coordinate alum treatments for District lakes, as needed.
- Perform other assigned projects and duties in a timely manner and within established budget. Regularly report progress to District Administrator.
- 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, landscape architecture, water resource engineering, or a related field is required, with a minimum of eight years of related work experience.
- Minimum five years of project management experience, including reviewing consultant submittals; analyzing technical reports; reviewing construction documents; reviewing contractor

bidding, award, pay request, and closeout processes; preparing grant applications; and managing grants.

- Strong public speaking, writing, facilitation, networking, conflict resolution, and interpersonal communication skills.
- Able to work successfully with considerable independence.
- Knowledge of storm water management and Best Management Practices (BMPs).
- Collaborative and cooperative experience with internal and external stakeholders.
- Competent with Microsoft Office Suite (Word, Outlook, and Excel) and Arc GIS.
- Maintain a valid driver's license and reliable transportation for performance of work.
- Able to perform outdoor activities that require walking on potentially challenging terrain in diverse weather conditions.

**Additional Preferred Skills:**

- Excellent organizational skills and demonstrated experience in coordinating and facilitating work teams and committees.
- Contract negotiations, preparation and administration.
- Successful completion of an Erosion and Stormwater Management Certification course.
- Knowledge of P8, Hydrocad, and MIDS calculator.
- Competent with Adobe Creative Apps.

**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, disability and life insurance, PERA contributions, along with professional training opportunities.

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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.