**LAC QUI PARLE-YELLOW BANK WATERSHED DISTRICT JOB DESCRIPTION**

**JOB TITLE:** Watershed Coordinator

**DEPARTMENT**: Lac qui Parle-Yellow Bank Watershed District

**SUPERVISOR**: The coordinator is under general supervision of the Watershed Administrator

**JOB SUMMARY:** This position coordinates the implementation of the Lac qui Parle-Yellow Bank Watershed District One Watershed One Plan (1W1P), the LQP County Wetland Conservation Act (WCA), the Districts environmental education programs, the SSTS loan program, and the coordinator for LQP County GIS. This position requires the ability to organize, delegate and establish meaningful goals: prioritize tasks; and establish and maintain effective working relationships with employees, SWCD’s, DNR, BWSR, MPCA and other water resource professionals and the general public; and promote a positive image of the Lac qui Parle-Yellow Bank Watershed District*. Diversity in responsibilities should be expected.*

**ESSENTIAL RESPONSIBILITIES**:

**These examples do not include all possible responsibilities in this position and do not limit the assignment of related duties to this job classification.**

COORDINATE IMPLEMENTATION OF THE LAC QUI PARLE-YELLOW BANK WATERSHED DISTRICT 1W1P.

* Prepare budgets, financial reports, grant tracking, and administrative costs for 1W1P and report in e-link.
* Facilitate Committee meetings to carry out project work plans.
* Collaborate with adjoining SWCD’s & adjoining water management entities to meet the goals of the 1W1P.
* Track time reports for self.
* Continue the monitoring program at strategic sites throughout the Watershed.
* Prepare grant applications for submittal and if awarded responsible for budgets, financial reporting & tracking of these grants and reporting in the correct programs.
* Coordinate & implement WRAPS plans as needed in the Watershed District.
* Prepare & report monthly activities to the District Board at their regular monthly meeting.

COORDINATE THE STATE WETLAND CONSERVATION ACT (WCA) WITHIN LAC QUI PARLE COUNTY:

* Attend training events to stay current with WCA rules and regulations.
* Test to become a certified wetland delineator.
* Review monthly watershed permit applications for compliance with WCA and report to the Board of Managers.
* Serve on the TEP panel for WCA.
* Work closely with regional WCA officer to ensure compliance.
* Submit WCA activities on BWSR e-link program.
* Work with landowners and contractors for compliance with wetland setbacks/boundaries.
* Assist landowners with Watershed tiling permit applications.
* Assist landowners in filing out WCA forms.

SSTS LOAN PROGRAM

* Coordinate and implement the SSTS loan program for upgrading failing septic systems.
* Work closely with LQP County Auditor/Treasurer to put SSTS assessments on property tax statements.
* Responsible for annual reporting in e-link.
* Coordinate the loan dollars with MPCA.
* Educate contractors on the loan program requirements.
* Send out educational material on septic system maintenance to approved applicants.

COORDINATE IMPLEMENTATION OF THE LQP-YB WATERSHED DISTRICT EDUCATION PROGRAMS:

* Development & implementation of an educational outreach plan to involve watershed residents and landowners to meet the 1W1P goals.
* Collaborate with the SWCD’s, NRCS’s, & County Environmental Office to do a weekly radio program (if needed/desired).
* Provide education and outreach experiences. Some examples may include demonstration events, women’s events, field days, annual canoe trip, earth day activities, & yearly photo contest.

LQP COUNTY GIS COORDINATOR:

* Work with the LQP County Administrator to coordinate the GIS program.
* Knowledge of GIS to assist with ditch work.

PERFORMANCE EVALUATON: Evaluation of the Watershed Coordinator is the responsibility of the Administrator under the direction of the District Board of Managers.

 ***These duties are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.***

I have read the above job description and understand what is expected of me and agree to perform the job stated to the best of my ability with the Board’s requests, suggestions, and approval.

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_