

Riley Purgatory Bluff Creek Watershed District
18681 Lake Drive East
Chanassen, MN 55317

POSITION TITLE: Grant Program Coordinator
REPORTS TO: District Administrator
TYPE: Full-time, exempt from the provisions of the Fair Labor Standards Act
Pay Grade: \$42,400- \$63,600 commensurate with previous experience

PRIMARY OBJECTIVE

The role of the Grant Program Coordinator is to improve and protect the water resources of the Riley Purgatory Bluff Creek Watershed District through the coordination and management of the Watershed Stewardship Grant Program, the Groundwater Conservation Program, and the Lower Minnesota River Collaboration Chloride Reduction Grant Program. This role supports stewardship by identifying desired behavior change and barriers to those actions through the management of programs and creation of resources that help overcome those barriers.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Manage the Watershed Stewardship Grant Program that provides technical assistance and funding for projects that protect and conserve water resources, and increase public awareness of the vulnerability of these resources and solutions to improve them.
 - a. Conduct site visits and be able to provide technical advice to potential grantees
 - b. Inspect grant funded BMPs for success and effectiveness
 - c. Coordinate review of grant applications
 - d. Prepare and negotiate grant agreements
 - e. Track individual projects and grant budgets
 - f. Manage project reports and reimbursement process
 - g. Conduct program evaluation
2. Manage the Groundwater Conservation Program to promote the conservation of groundwater resources through and incentive program, collaboration with other local government units, and education and outreach.
 - a. Work with cities to encourage conservation practices and reduce groundwater consumption
 - b. Manage Groundwater Conservation Grant Program
 - c. Collaborate with Education and Outreach Coordinator in the development of educational programming
 - d. Coordinate Water Smart Meter Pilot Program
 - e. Stay abreast of local opportunities and regional efforts
 - f. Review, evaluate, and adjust program components regularly
 - g. Coordinate opportunity projects related to capture and reuse
3. Coordinate and manage Lower Minnesota River Collaborative Chloride Reduction Grant Program

- a. Coordinate review of grant applications
 - b. Prepare and negotiate grant agreements
 - c. Track individual projects and grant budgets
 - d. Manage project reports and reimbursement process
4. Other duties and responsibilities
- a. Support the Education and Outreach Program
 - b. Research and stay up to date with developments in the field of water resources
 - c. Participate as a member of the staff team for District projects and programs by cooperating with other staff and consultants, contributing ideas, providing comments when requested, and helping where needed.
 - d. Effectively represent water and watershed issues at meetings, conferences, before media, and to other local units of government, City Departments, The RPBCWD Board of Managers, Citizen Advisory Committee, partner organizations and the public
 - e. Prepare reports and summaries for the District Administrator, Citizen Advisory Committee, and Board of Managers as required/ requested
 - f. Perform other tasks as assigned by the District Administrator

(The functions are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change.)

SALARY: Salary range is from \$42,400 - \$63,600 and initial salary depends on qualifications and experience.

MINIMUM QUALIFICATIONS: 1 year of experience preferred coordinating natural resource conservation and/ or environmental stewardship programs. Bachelor's degree in natural resources, water resource management, ecological design, landscape architecture or related field. Experience in environmental communication targeting a variety of audiences. A graduate degree in a related field may be considered in lieu of work experience. Knowledge of stormwater and groundwater best management practices as well as technical and regulatory water quality and storm water issues. Demonstrated written, verbal, and presentation skills. Demonstrated networking, team-building, research, coordination, and multi-tasking skills. Ability to work with a diverse public audience. Must have a reliable vehicle and a valid US driver's license with no recent suspensions.

DESIRED QUALIFICATIONS: Knowledge of native Minnesota landscapes and vegetation. Ample knowledge of and ability to implement ecological restoration BMPs. Experience working with the public/ clients/ customers. Previous experience with local units of government.

KNOWLEDGE, SKILLS AND ABILITIES

General

- Proficiency with a personal computer and Microsoft software packages for word processing, spreadsheet, database management and computer generated graphics,

specifically, but not limited to, Microsoft Office, Excel, Word, Access, PowerPoint, Adobe InDesign, Illustrator and Photoshop.

- Ability to effectively use email and internet applications and other common software applications.
- Ability to take direction, work independently with a minimum of supervision, use good time management practices, possess the ability to set priorities and balance large volumes of diverse work.
- Ability to work collaboratively to develop education and outreach programming with local and agency staff, consultants and associates.
- Ability to develop and maintain effective working relationships with the District Administrator, District Staff, RPBCWD Board of Managers, Citizens Advisory Committee, city and agency staff, members of the public, and other interested parties.
- Ability to effectively communicate verbally and in written form to a wide variety of audiences.
- Creativity in developing and presenting educational information and exhibits.

APPLICATION PROCESS:

This position is open until filled (First consideration January 29th, 2021). Applications received during the final stage of the search are not guaranteed consideration. Apply by email to: cbleser@rpbcwd.org. Attach to the email in PDF format only the following 2 items: Cover letter and Resume with 3 professional references. Complete application submissions will be acknowledged by return email.

Please note the District is currently abiding by COVID-19 prevention protocols. As such, interviews will be held virtually. Please see our COVID-19 prevention plan on our website at rpbcwd.org.

Reviewed by CSB, BL, AB