

COON CREEK WATERSHED DISTRICT

Position Description

Revision Date:	10/2025
EEO Category:	Executive
Status:	Exempt-Executive
Job Family	Administration
Supervisory	Yes

I. Position Title: District Administrator

II. Position Authorization

MS 103D

The duties and responsibilities of this position are intended to fulfill the requirements described in Minnesota Statutes 103A, 103B, 103D, 103E, 103F, 103G and the Federal NPDES Program with which the District is required to comply.

III. Position Summary

The Administrator of the Coon Creek Watershed District (District), under direction from the District Board of Managers, leads the strategic direction, operations, and community engagement efforts to protect and enhance water resources across central Anoka County through the Comprehensive Watershed Management Plan. This role ensures the District fulfills its mission to manage surface and groundwater systems, reduce flooding and improve water quality through science-based planning, collaboration and stewardship.

IV. Primary Responsibilities

1. Leadership and Partnerships

- Lead collaboration and communication with cities, counties, agencies, and community partners.
- Guide implementation of the District's strategic and watershed management plans.
- Represent the District at public meetings, partner events, and legislative sessions as needed.
- Support partners in planning efforts and pursuing funding for joint projects.
- Lead and support District committees, including the Citizen Advisory Committee and Technical Advisory Committee.
- Oversee public outreach and communications.
- Maintain strong relationships with watershed organizations, government agencies, and associations.

2. Program and Project Oversight

- Direct planning and implementation of watershed projects and programs.
- Oversee the public drainage system and ensure compliance with maintenance and reporting requirements.
- Oversee the District's regulatory and permitting programs.

- Ensure administration of the Wetland Conservation Act and other applicable regulations.
- Oversee cost-share, water quality, and volume reduction programs and projects.
- Ensure compliance with all local, state, and federal environmental regulations.

3. Financial Management

- Develop and manage the District's annual and long-term budgets.
- Oversee project and program budgets and ensure accurate financial reporting.
- Manage consultant and contractor budgets.
- Oversee grants and other funding opportunities to support District priorities.
- Coordinate the annual audit and ensure financial transparency with the Board and public.

4. Staff and Operations Management

- Supervise and support staff, including program coordinators and other direct reports.
- Manage consultants (engineering, legal, accounting, HR, etc.).
- Assess organizational capacity and recommend staffing or resource changes as needed.
- Ensure proper recordkeeping and compliance with public data and information requests.
- Promote a positive, collaborative, and accountable work environment.

5. Board Coordination and Support

- Prepare Board and workshop agendas and materials in collaboration with staff and consultants.
 - Provide professional recommendations and analysis to the Board.
 - Support Board decision-making and implementation of the Watershed Management Plan.
 - Facilitate Board discussions and ensure proper meeting notices and procedures.
 - Communicate progress on District goals, budget, and priorities.
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Minimum Qualifications

- Bachelor's degree in water resources, natural resources, land use management, public affairs, environmental studies, public administration, business administration or a related field.
- At least five years of management experience in a public or semi-public agency.
- Knowledge of water resource management, including water quality, stormwater, drainage, wetlands, and groundwater.
- Strong collaboration, communication, and problem-solving skills.

- Ability to identify improvements and implement effective changes.
 - Proficient in Microsoft Office Suite
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Preferred Qualifications

- Master's degree in a related field.
 - Experience managing watershed or environmental programs.
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Knowledge, Skills, and Abilities

Knowledge of:

- Watershed and land use planning processes.
- Local, state, and federal environmental regulations.
- Water management funding and grant programs.

Skills in:

- Budgeting and financial management.
- Public communication and presentation.
- Project planning and implementation.
- Staff supervision and team leadership.
- Contract and consultant management.
- Strategic and organizational planning.

Ability to:

- Build and maintain partnerships across organizations and agencies.
 - Lead diverse teams toward shared goals.
 - Communicate technical information clearly.
 - Balance multiple priorities and competing interests.
 - Use standard office and project management software.
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Supervision

The Administrator reports directly to and serves at the will of the Board of Managers. The Administrator acts as the District's chief executive, making operational decisions and implementing Board policies.

PHYSICAL DEMANDS

Work is sedentary. Some work requires periods of walking, standing, bending, climbing, or driving a motor vehicle. Employees occasionally carry light items, such as books, small instruments or samples, and other similar materials. The work does not require any special physical effort.

WORK ENVIRONMENT

Work is usually performed in an office setting. The work area:

- Normally involves everyday risks or discomforts that require normal safety precautions typical of offices or meeting and training rooms.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position . They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.