

JOB DESCRIPTION

Date: 5/27/2025
Position Title: Watersheds Coordinator
Accountable to: RCRCA Executive Director
Status: Full Time

Conditions: This position is grant-based through Watershed-Based Implementation Funds which stem from the State of Minnesota. Should this funding source not be sustainable in the long-term, this position may be eliminated.

Salary Pay Range: Starting salary based on qualifications and experience \$30.00-\$40.00 per hour pay range. Compensation includes full benefits package currently offered by RCRCA: health insurance, vacation and sick leave, Earned Sick and Safe Time, Paid Leave (when it becomes effective), holidays, and retirement plan contribution (PERA-Public Employees Retirement Association) .

Primary Objective of the Position:

Coordination of the comprehensive watershed management plan and implementation efforts for the Cottonwood-Middle Minnesota River watershed including the counties and SWCDs of Brown, Cottonwood, Lyon, Murray and Redwood. In 2026, the position will include the Redwood River watershed including the counties and SWCDs of Lincoln, Lyon, Murray, Pipestone, Redwood and Yellow Medicine.

MAJOR/ESSENTIAL JOB FUNCTIONS and % of Time Spent:

75% -- Coordinate activities for Cottonwood-Middle Minnesota and Redwood River watersheds.

- Coordinate the Comprehensive Watershed Management Plans in accordance with state requirements and work with partner staff to implement the goals and objectives set forth in the locally adopted plans.
- Coordinate and facilitate watershed-based committee meetings, public informational meetings and civic engagement activities associated with watershed planning activities.
- Develop a tracking system for the status of all project contracts, for each CWMP.
- Develop spreadsheets to track all grant expenditures by category, for each CWMP.
- Maintain complete files for each project in accordance with the BWSR Grant Administration Manual.
- Process vouchers and payments in coordination with RCRCA Office Specialist.
- Coordinate the development and submittal of Watershed-Based Implementation Funds grant applications, work plans, and amendments related to the goals and objectives of the CWMPs.

- Assist and oversee tracking of completed activities and projects utilizing MS4Front Tracking Software and grant reporting requirements in eLINK.
- Assist with the coordination of the educational outreach events and efforts of the Plan partners as identified in the watershed-wide education and information goals.
- Prepare an annual report on the watershed projects and activities to the RCRCA member county Boards of Commissioners and SWCD Boards of Supervisors.
- Keep updated and knowledgeable on all federal, state, and local laws and cost-share programs that affect the conservation work within the watersheds.
- Perform other duties and responsibilities as assigned by the Executive Director.

<p>25% -- Provide administrative support for the RCRCA Joint Powers Board (Policy Committee) and the Technical Committees</p>
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- Prepare meeting agendas and materials for the Policy Committee which meets the 1st Thursday of each month.
- Prepare meeting agendas and materials for the Technical Committees which meet as needed: Cottonwood-Middle Minnesota – 3rd Wednesday of the month; Redwood – 2nd Monday of the month.
- Record and file all meeting minutes for each CWMP.
- Advise the Board on needed amendments to meet the work plan goals for individual grants, or progression toward the goals of each CWMP.
- Provide periodic updates for the RCRCA website where both CWMPs will be housed.
- Create publications and promotional materials including, but not limited to, newsletters, brochures, and fact sheets to market the opportunities of the Watershed-Based Implementation Funding for both watersheds.

Education/ Experience and Certification/Licensure Required:

- Bachelor's degree with a focus on natural resources, environmental resource management, planning, public administration, or a related field, or any acceptable equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities.
- Valid Minnesota driver's license.
- Experience with State of Minnesota cost-share processes and requirements is a plus.

Other Knowledge, Skills, Abilities Required:

- Ability to prepare accurate and thorough reports and maintain accurate and up-to-date records.
- Ability to read and interpret aerial maps, plat books, elevation maps, and soils information.
- Ability to work independently and plan, organize, and prioritize duties.
- Capable of functioning at a high level of professional ethics.
- Ability to attend trainings and meetings to maintain and enhance current knowledge base.
- Availability to attend all RCRC Board meetings and Technical Committee meetings for both watersheds, and provide written and verbal reports on watershed activities.
- Position requires multi-tasking, organizing, and setting work priorities while remaining flexible and patient.
- Position requires changing priorities and scheduling as needed to meet work demands and promptness with deadlines.
- Position requires working with State and local staff and must have strong interpersonal communication skills and the ability to work with a wide variety of people in a professional and courteous manner.

Machines, Tools, Equipment, Electronic Devices and Software Required:

- Microsoft Office: Word, Excel, Publisher, Outlook, and Power Point including file management and documentation.
- Knowledge of ArcGIS software is a plus but not required.
- Office equipment including computer, copy machine, printers, telephone, calculator, presentation projector.

Physical demands:

- Position requires extended periods of sitting and some periods of repetitive action operating computer environment.
- Position involves occasional lifting up to 50 lbs.

Work Environment:

- The position requires several hours in normal office conditions. Teleworking is only allowed during inclement weather conditions or as outlaid in the RCRC Employment Policy.
- Position will require some travel for meetings or other engagements.

The above is intended to describe the general content of and requirements for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.