

POSITION ANNOUNCEMENT

Equal Opportunity Employer: Redwood-Cottonwood Rivers Control Area (RCRCA)

1241 East Bridge Street
Redwood Falls, MN 56283
Phone: 507-637-2142 Ext. 4
Fax: 507-637-2134
Website: www.rcrca.com

Position Title: RCRCA Director

Major Duties and Responsibilities: This position is the director of RCRCA, having responsibilities for carrying out all programs and policies adopted by the Board of Directors in a manner consistent with the organization's purpose and intent as defined in the Joint Powers Agreement. To complete this effort the following skills are required. These duties are not to be construed as all inclusive.

Fund Raising:

- Apply for and administer grants necessary to meet the organization's purpose.
- Seek funding and develop TMDLs for 303d listed watershed impairments for MN Pollution Control Agency Adoption.
- Seek funding and develop TMDL Implementation Plans in relation to approved watershed TMDLs.
- Analyze cooperator participation rates in adopting conservation practices.
- Prepare timely reports necessary to satisfy grant requirements.

Management:

- Prepare agendas for regular and special board meetings.
- Keep accurate records of all board proceedings.
- Maintain regular contact with each County and SWCD board that are partners with RCRCA.
- Conduct research on issues identified by the Board of Directors, and make recommendations on new program and policy initiatives.
- Provide assistance to local units of government within RCRCA's jurisdiction in analyzing and solving water related problems.
- Advise the Board of Directors on water management issues as they relate to RCRCA's goals and objectives.
- Represent the Board of Directors on matters pertaining to legislative and state and federal agency enactments, in addition to serving as the Board's representative on appropriate committees, task forces and advisory councils.
- Work cooperatively with state, federal, and local agencies, boards and organizations in promoting goals and objectives of watershed plans.
- Present a positive image of RCRCA to the public.

Administration:

- Prepare annual operating budget.
- Hire, supervise and evaluate staff.
- Oversee the accounts payable/receivables and assure compliance of all State and Federal reporting requirements.

Technical:

- Advise landowners of measures to protect water quality.
- Promote urban best management practices.
- Assist watershed technicians when appropriate.

Minimum Qualifications Applicants Must Possess:

- A four year college degree in one or more of the natural sciences including biology, chemistry, environmental science; public administration or related field.
- A minimum of 2 years related watershed experience; 4 years preferred.
- Requires understanding of regional land use and its effect on water quality.
- Requires understanding of the processes to develop Total Maximum Daily Loads (TMDLs) and TMDL implementation plan creation.
- Strong written, verbal, and interpersonal communication skills.
- Strong computer skills with applicable knowledge of Microsoft products and Arc GIS.
- Knowledge of governmental agencies (NRCS, SWCD, BWSR, etc.).
- Be able to work independently, outdoors, and under demanding circumstances in a variety of weather conditions and on all types of terrain.
- This position requires the ability to lift equipment/boxes of up to 70 lbs.

Salary and Benefits: The salary range is RCRCAs Grade 8, \$39,166.40 – \$47,611.20, depending on qualifications and experience. Benefits include: paid vacation, sick leave, holidays, PERA and health insurance. There is a 6-month probationary period.

Application Procedure: Please submit (E-mail, regular mail or in person) job application, resume, transcripts and cover letter with at least three (3) references to:

Jim Doering
Redwood-Cottonwood Rivers Control Area (RCRCA)
1241 East Bridge Street
Redwood Falls, MN 56283
jim.doering@mn.nacdnet.net

Application Deadline: June 6, 2008 at 4:30 p.m.

Redwood-Cottonwood Rivers Control Area (RCRCA) reserves the right to change this position announcement without notification and may at any time withdraw the announcement.

Redwood-Cottonwood Rivers Control Area (RCRCA) will consider candidates without discrimination for any non-merit reason such as race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital or family status.