

Job Description

Position Title: Permitting Program Manager

Accountable To: District Administrator

FLSA Status: Exempt

Primary Objective of the Position:

Performs complex skilled technical work managing the implementation of the District’s Permitting Program. Provides ongoing leadership for the evaluation of the program and processes for continuous improvement to the District’s permit administration, compliance enforcement, and partnership development efforts. Responsible for work plan development and budget management; supervision and development of staff; oversight and coordination of workload and workflow. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions:

Direct workflow, manage workload, and innovate new policies and processes to improve program efficiency and effectiveness in the areas of permit administration, field compliance, and partnership development.

Develop and guide professional development for a high performing staff with the intent to advance the permitting department to continually meet District goals.

Apply understanding of intersection of MCWD, City, United States Army Corps of Engineers, MN Department of Natural Resources, and Wetland Conservation Act rules to District and partner projects.

Identify and build new partnerships with stakeholders to achieve natural resource benefits beyond regulation.

Represent the District and maintain ongoing and positive working relationships with cities and townships; state and local agencies; federal, state, regional, and local governments, the development community, and the public.

Exercise high level of customer service in working with permit applicants and project stakeholders to inform their project plans and guide them in complying with District rules for natural resource protection.

Review technically complex permit applications in close coordination with the District engineer, legal counsel, Permitting Technicians, and state and federal natural resource agencies as necessary.

Prepare and present recommendations, requests for Board action (RBAs) and resolutions to the Board of Managers for permitting activities, public hearings, District policies, rule revisions, departmental work plans, and cooperative agreements.

Develop project and program work plans (including goals, budget, schedule), Scope of Work documents, and Requests for Proposals to procure design engineering, and legal services, and manage department administrative functions. Responsible for reviewing, approving, tracking, and coding invoices.



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Education and Experience:

Bachelor's degree and a minimum of 5 years of experience in natural resources, natural resource compliance, planning, management, or equivalent combination of education and experience.

Knowledge, Skills and Abilities:

Thorough knowledge of state rules and statutes governing land use and water resource management and protection; thorough skill creating, reviewing and processing District-related permits, reports, timesheets, correspondence, GIS related information and presentations; general knowledge of land use planning; thorough written and oral communications skills; general skill operating standard office equipment and computer equipment including related hardware and software; general skill utilizing job-specific devices and equipment; ability to develop and maintain a working knowledge of the District's operations and policies and state rules and regulations necessary to satisfactorily complete assigned responsibilities; ability to provide superior customer service and interaction in a friendly, professional manner; ability to maintain a flexible attitude toward job responsibilities and procedural changes, helping others as needed; ability to participate in educational opportunities to stay abreast of changes related to program area; ability to develop and maintain positive, cooperative, working relationships with all District employees/consultants and the general public.

Physical Requirements:

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements:

Valid driver's license.

Acknowledgement:

Employee Date

Supervisor Date

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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.

DRAFT