

## Job Description

**Position Title:** District Administrator

**Accountable To:** District Board of Managers

**FLSA Status:** Exempt

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### **Primary Objective of the Position:**

Performs complex administrative work responsible for implementation of the District's Mission and goals, representing the District's interests with citizens, partners and stakeholders, overseeing the administration of the District programs and services, partnering with the Board of Managers to lead and coordinate the annual and long range budgets, strategies and priorities, and related work as assigned. Work involves implementing policies and goals under the direction of the Board of Managers. Organizational supervision is exercised over all personnel within the District.

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### **Essential Job Functions:**

With the Board of Managers, develops goals, programs, policies, projects and priorities to ensure prudent use and management of water and related land resources in the District. Provide staff leadership to strategic planning and other business processes the District engages in.

Manages District activities to implement the District's goals and objectives, through coordination with governmental agencies, supervision of staff, use of consultants, vendors, and contractors; establishes priorities effectively in accordance with the Board's direction and follows up to ensure completion; monitors the performance of contractors and vendors on an on-going basis and takes corrective action as necessary.

In partnership with the staff, manage District budgets and finances to ensure that resources are available to accomplish District goals and objectives and to maintain financial stability; facilitates the District's annual report on activities and coordinates the financial audit, and ensures these reports meet statutory requirements.

Participates in regular and special Board meetings; ensures implementation of Board policy; promptly and regularly informs Board of all matters of importance in the affairs of the District, recommends and/or indicates an appropriate course of action, or obtains Board guidance, policy interpretation or decisions as necessary; communicates with the Board promptly as to their direction, clarifies if necessary and follows through.

Proposes the annual work plan, budget, contract renewals, and District projects, communicates work plan items in the administrator's report and keeps Board informed of progress regularly; ensures completion of prior year's performance goals; directs and oversees the implementation of the Watershed Management Plan.

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Establishes and maintains high standards for quality, stakeholder service and high ethical standards in all dealings with stakeholders, Board members, contractors, and the general public, while setting an example of personal integrity and ethical business practices.

Fosters an environment in which the District is at the forefront of new technologies in watershed management and brings new initiatives to the Board for their consideration.

Performs high level administration of human resource programs. Creates an environment which encourages employee development, retention and accountability for performance; monitors and evaluates the performance of employees, explains policies and procedures, determines training needs and creates an atmosphere in which employees are motivated to perform at their highest levels. Supervises a senior team of managers; functions as staff liaison to the Board of Managers.

In partnership with the Board, represents the District in the community to advocate and advance the interests of the District. Under the Board's direction demonstrates leadership that helps to achieve District goals and objectives. Meets with stakeholders and other community leaders as needed to represent the District. Coordinates program activities with agencies and organizations of interest to the District; pursues cooperative ventures to expand and enhance District programs. Oversees strategic communications regarding District activities, policies and mission.

### **Education and Experience:**

Bachelor's degree in public or business administration or a closely related field and at least six years of supervisory and management experience in a public or non-profit agency. Master's degree preferred. Knowledge of hydrology, water resources management, and related watershed activities highly desired, but is not a requirement. Extensive knowledge of business and financial management, infrastructure, project management, land use planning, organizational development, communications and collaborative service sharing is desired. Proven experience in working with an appointed or elected board of managers required.

### **Knowledge, Skills and Abilities:**

Knowledge of hydrology and water resource management activities and issues to include water quality, water level, ground water, stormwater, shoreland, wetlands, and agriculture highly desired. Knowledge of regional, state and federal rules and regulations applicable to drainage and watershed activities preferred.

Thorough knowledge of strategic planning and comprehensive land use planning processes; knowledge of various industry regulatory agencies; ability to analyze and synthesize data; and knowledge of contract administration.

General knowledge of business and financial management; infrastructure planning and implementation; planning and managing various sized projects including related expenses and allocation of resources; and budgeting; understanding of levy limits and familiarity with grant programs.

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Skills in public speaking and making presentations; communicating verbally and in writing; ability to oversee employees, manage performance and build teams; ability to establish and maintain effective relationships and build partnerships with agency and local officials, developers, environmental groups, District stakeholders and the general public.

### **Physical Requirements:**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a quiet location (e.g. personal office).

### **Special Requirements:**

Valid driver's license.

### **Qualification Requirements:**

The requirements listed above are representative of the knowledge, skill, and/or ability required. The above listings are 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.