

**RESOLUTION NO. 23-057**  
**Riley-Purgatory-Bluff Creek Watershed District**  
**Board of Managers**

**Amending the Organizational Chart**

Manager \_\_\_\_\_ offered and Manager \_\_\_\_\_ seconded the following resolution and moved its adoption:

**WHEREAS** the Riley-Purgatory-Bluff Creek Watershed District, a governmental subdivision with powers set forth in Minnesota Statutes chapters 103B and 103D, is authorized to act to achieve the purposes set forth in those chapters for the protection, conservation and beneficial use of the waters and resources of the Riley-Purgatory-Bluff Creek watershed;

**WHEREAS** Minnesota Statutes section 103D.325 states the managers may employ staff to fulfill their goals and objectives;

**WHEREAS** the Riley-Purgatory-Bluff Creek Watershed District adopted a Watershed Management Plan in accordance with Minnesota Statutes section 103D.401 in which they established an organizational structure;

**WHEREAS** there has been significant turnover in staff over the last two years and there is an efficiency and cost savings inherent in putting new staff into positions best suited to their skills;

**WHEREAS** the Riley Purgatory Bluff Creek Watershed District has been operating without two key positions March of 2020;

**WHEREAS** staff has met internally to discuss performance, career goals, and work plans and agreed this proposed organizational chart is consistent with the goals of the district as well as the staff;

**WHEREAS** the Personnel Committee met on August 19, 2022, September 23, 2022, and again on August 11, 2023 to review, discuss, and edit the organizational chart and recommend adoption;

**WHEREAS** the proposed 2024 budget and levy has allocated funds to these positions;

**NOW THEREFORE BE IT RESOLVED** that the RPBCWD Board of Managers adopts the organizational chart as presented, and

**BE IT RESOLVED** that the RPBCWD Board of Managers authorizes the Administrator to fill the positions of Communications Specialist and Water Resources Technical Specialist I.

The question was on the adoption of the resolution and there were \_\_ yeas and \_\_ nay as follows:

Yea                      Nay                      Abstain                      Absent

CRAFTON  
DUEVEL  
KOCH  
PEDERSEN  
ZIEGLER

Upon vote, the president declared the resolution \_\_\_\_\_, on this 13th day of September 2023.

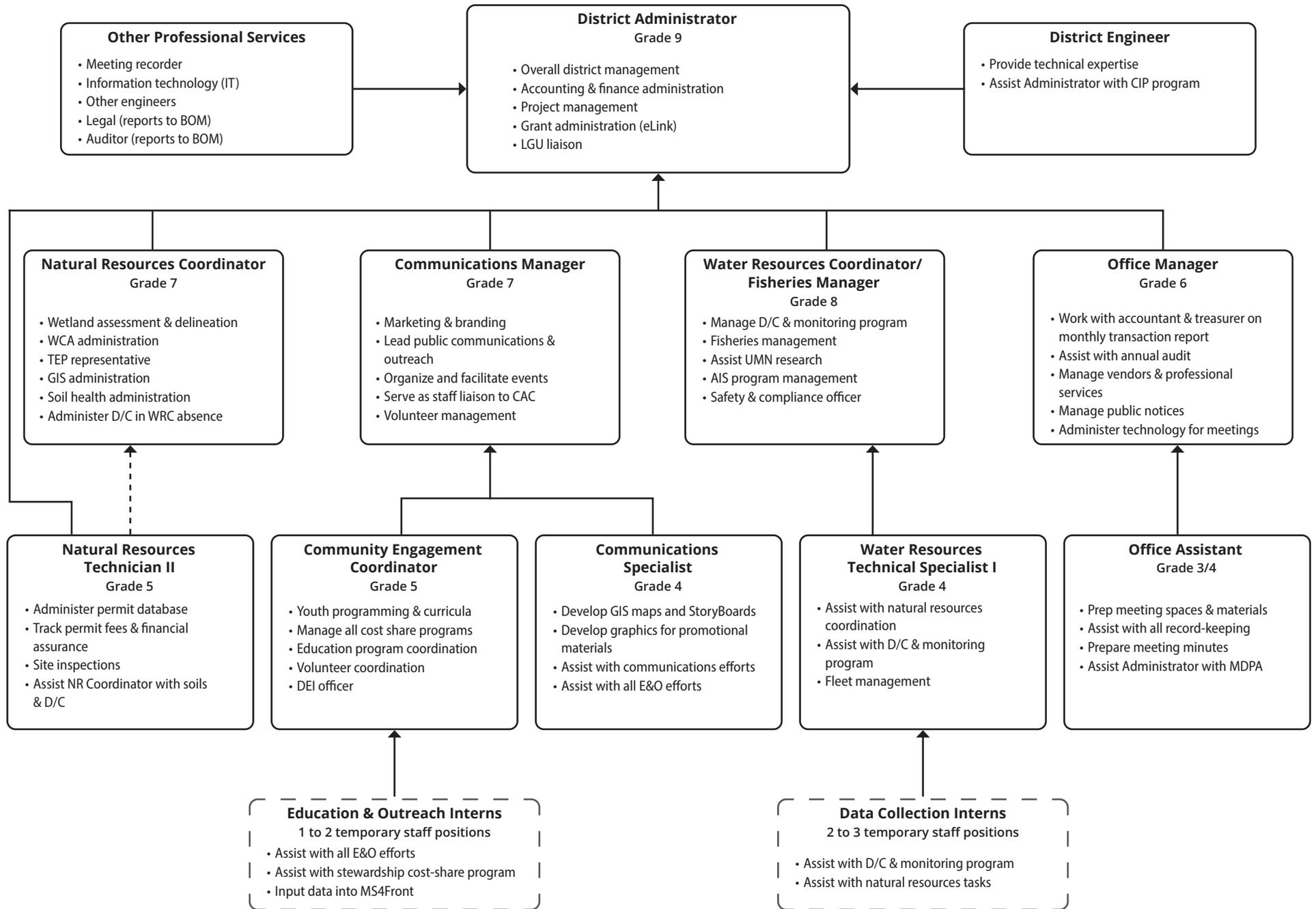
\* \* \* \* \*

I, Dorothy Pedersen, secretary of the Riley-Purgatory-Bluff Creek Watershed District, hereby certifies that I have compared the above resolution with the original thereof as the same appears of record and on file with RPBCWD and find the same to be a true and correct transcription thereof, and further that the resolution is in full force and effect on this date, and Resolution 23-057 has not been modified, amended or rescinded since its adoption.

IN TESTIMONY WHEREOF, I set my hand this \_\_\_\_ day of September, 2023.

\_\_\_\_\_  
Dorothy Pedersen, Secretary

# Organizational Chart



**Organization:** Riley-Purgatory-Bluff Creek Watershed District

**Position Title:** Communications Specialist

**Reports To:** Communication Manager

**Type of Position:** Full-time, exempt from the provisions of the Fair Labor Standards Act

**Grade/Salary Range:** G4/\$38,934 - \$58,401

## **POSITION OBJECTIVE**

The role of the Communications Specialist is to provide maps, illustrations, graphics, and other materials to communicate with stakeholders, staff, and managers the goals and mission of the district. The Communication Specialist will serve to support all departments and will need to work as part of a collaborative team, often shifting between roles.

## **JOB DUTIES AND RESPONSIBILITIES**

### **Geographic Information Systems Application (60%)**

1. **Create maps** that can be used by all staff in presentations, reports, and project planning.
2. **Create storyboards** to be used for open houses and project updates for consumption by residents of the district and stakeholders.
3. **Develop and maintain web maps** to be included on the district website. These maps will be used to geospatially represent open permits, current capital projects, and data collection efforts.
4. **Create and maintain geodatabases** to present data collected within various topics such as water quality, soil health, permit requests, and regulatory violations.
5. **Maintain and update shapefiles, annotations, geodatabases, rasters, and metadata** to assure most accurate and up-to-date information is available to district staff and stakeholders for decision making.
6. **Collaborate with staff** to find innovative ways to leverage the functionality of GIS to better communicate the goals and missions of the district.

### **Graphic Design (20%)**

1. **Create illustrations and graphics** to be used on stickers, handouts, pamphlets, signage, as well as on the district website and social media platforms.
2. **Create posters and other materials** to be used at open houses, tabling events, and other venues.
3. **Assist Communication Manager** with district branding and other duties as assigned.

### **Data Collection (10%)**

1. **Assist Water Resources and Fisheries Manager** with data collection as well as data storage and retrieval as needed.
2. **Assist Natural Resources Coordinator** with soil health and wetland assessment program.
  - a. Collect and catalogue soil samples and infiltration records
  - b. Develop and maintain soils database

- c. Maintain and update wetland geodatabase to include wetland assessment data and updated boundaries as delineations are performed and approved.

### **Education and Outreach (10%)**

1. **Assist Community Engagement Coordinator** as needed. This may include;
  - a. Tabling at community and trade events
  - b. Development of curriculum and other materials for various audiences
  - c. Presenting in classroom settings

**MINIMUM QUALIFICATIONS:** 1-3 years of experience in natural resources, environmental education, geology, geography, or Geographic Information Systems or a bachelor's degree in the same. Demonstrated competence with ArcMap Pro, and various extensions such as spatial analyst, publisher, et al. Demonstrated competence with Office365 including SharePoint, OneDrive, Access, Word, and Excel. Knowledge of water resources issues. Demonstrated written, verbal, and visual presentation skills. The ability to work collaboratively as part of a team. Ability to work with a diverse public audience. Must have a valid US driver's license. Must be able to walk across uneven terrain. Must be willing to work in inclement weather. Must be able to lift 15 pounds.

**DESIRED QUALIFICATIONS:** A bachelor's degree in natural resources, environmental education, geology, geography, or Geographic Information Systems. Demonstrated competency in Python, R, and/or JavaScript. Knowledge of cartographic techniques and practices. Knowledge of Trimble data collection hardware.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Competency with ArcGIS Pro, ArcMap, and ArcMap on-line.
2. Proficiency with a personal computer and Microsoft software packages for word processing, spreadsheet, database management and computer-generated graphics, specifically, but not limited to, Microsoft Office, Excel, Word, Access, PowerPoint, Adobe InDesign, Illustrator and Photoshop.
3. Ability to take direction, work independently with a minimum of supervision, use good time management practices, possess the ability to set priorities and balance large volumes of diverse work.
4. Ability to work collaboratively to develop education and outreach programming with local and agency staff, consultants and associates.
5. Ability to develop and maintain effective working relationships with the District Administrator, RPBCWD Board of Managers, Citizens Advisory Committee, city and agency staff, members of the public, and other interested parties.
6. Creativity in developing maps, exhibits, and illustrations.