

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.

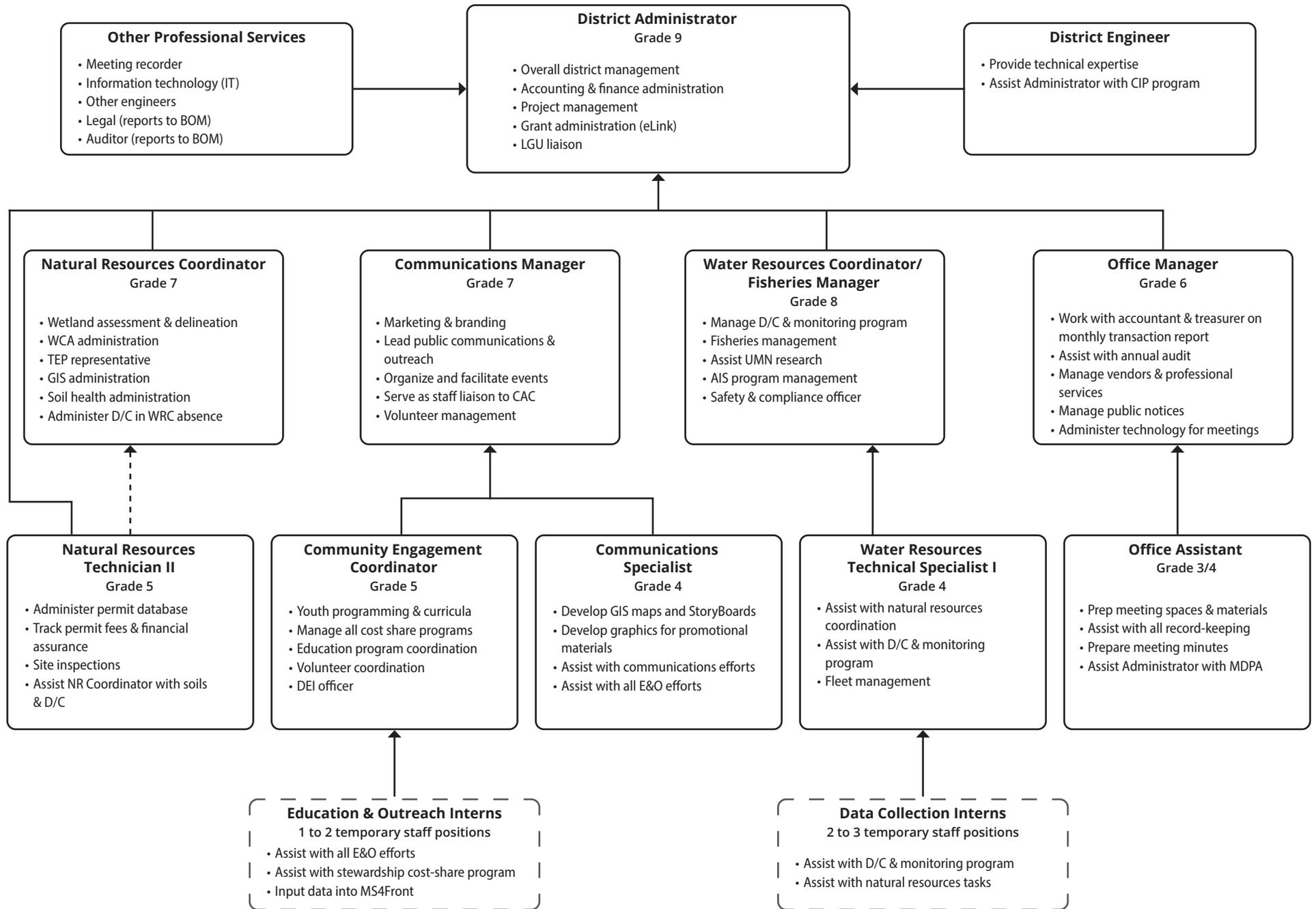
* * * * *

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.

POSITION TITLE: Water Resource Technician

REPORTS TO: Water Resources Manager

STATUS: Full time, exempt (from Fair Labor Standards Act)

SALARY: \$19 - \$25

PRIMARY OBJECTIVE:

Provide technical support and assistance in the protection, improvement and management of the water resources located within the district. This position will involve assisting the Water Quality department with the operation and maintenance of a watershed wide monitoring program for lakes and streams. This will include the maintenance of equipment, and the collection, analysis, and reporting of the data on water quality within the district. The Water Resource Technician will also assist in monitoring specialty water quality projects tied to water quality monitoring and help implement the district's carp management program, AIS monitoring program, and lake vegetation management/monitoring program.

RESPONSIBILITIES:

- Assist in planning, coordinating and conducting RPBCWD's streams and lakes water quality and hydrological data monitoring program following quality control protocols to ensure efficient and effective data collection
- Assuring that the water quality and hydrological data monitoring is completed in timely manner and within the guidelines of the RPBCWD's water quality monitoring program
- Assist in the collection of biological data in lakes and stream including aquatic invasive, species, fish, macroinvertebrates, and aquatic vegetation
- Managing large water quality data sets and assist in providing data interpretation
- Assist in preparing an annual water resources report
- Ability to develop and maintain a working knowledge of the District's operations and policies
- Ability to provide superior customer service and interaction in a friendly, professional manner
- Willingly collaborates and assists watershed staff; provide directions to volunteers
- Perform miscellaneous office duties as required
- Assist with special projects and other responsibilities as assigned
- Maintains a flexible attitude toward job responsibilities and procedural changes

REQUIRED KNOWLEDGE, SKILLS, and QUALIFICATIONS:

- Familiar with water quality QA-QC and water quality monitoring equipment (e.g., YSI sonde, flowtracker, automated sampling units)
- Course work or experience with water quality monitoring and chemistry
- Strong organizational, written, and oral communications skills
- Ability to work well with a team and independently as needed
- Must be proficient with MS Office Suite
- Knowledge of ArcGIS
- Self motivation and ability to work independently without close supervision

- Willingness to travel throughout the project area and attend evening/weekend events
- Strong interpersonal skills and a collaborative attitude

ACTIVITY AND FIELD WORK COMPONENTS:

- This position requires a valid driver's license and good driving record
- Ability trailer and launch a boat
- Ability to lift and carry approximately 75 pounds over uneven surfaces and slopes
- Working outdoors under all weather conditions
- Installation of equipment in the field and in the water
- Working in waters with waders
- Comfortable handling and processing large numbers of fish

MINIMUM QUALIFICATIONS

- a. A BA/BS degree in natural resource science, conservation biology, plant ecology, fisheries, ARC GIS, or another applicable field with at least 1 year of professional experience in natural resource management; OR three (3) years professional experience with multiple phases of natural resource restoration and management or a related field;
- b. General knowledge of watershed management, aquatic and terrestrial ecology;
- c. Ability to work and conduct surveys outdoors and under adverse weather conditions;
- d. Ability to occasionally lift articles weighing up to 75-pounds and frequently lift and/or carry objects up to 25 pounds, such as heavy tools and file boxes;
- e. Ability to walk and stand on rough terrain and the use of power tools or mechanical equipment;
- f. Ability to oversee field projects and to train and direct the activities of other field staff;
- g. A valid driver's license;
- h. Ability to work some evenings and weekends.

SALARY RANGE

The salary range is \$39,500 - \$51,000.

APPLICATION

Please send cover letter and resume with 3 references to:

Claire Bleser at jmaxwell@rpbcwd.org or at

*Claire Bleser
Riley-Purgatory-Bluff Creek Watershed District
14500 Martin Drive, Suite 1500
Eden Prairie, MN 55344
jmaxwell@rpbcwd.org - (952)607-6486*

DEADLINE: November 1, 2023