

About the Pelican River Watershed District

The Pelican River Watershed District (PRWD) is a local unit of government responsible for managing and protecting the water resources within the 77 square miles that drain into the Pelican River and ultimately the Red River of the North. PRWD believes that clean water and a healthy natural environment are essential ingredients for vibrant and sustainable communities. Our mission is to protect, preserve and enhance the District's lakes and waters for current and future generations. We invest in our employees to create and sustain a working environment that encourages creative leadership, effective resource management, teamwork, professionalism and accountability. To learn more about the District, please visit our website at www.prwd.org and on Facebook.

Our office is located in Detroit Lakes, MN, the heart of lakes country. It is a desirable community with more than 400 lakes within 25 miles, as well as the Detroit Mountain Recreational Park, two National Wildlife Refuges, and bike/hiking trails. Check out more about Detroit Lakes, MN at www.visitdetroitlakes.com.

About the Position

The Water Resource Coordinator will provide critical administrative and technical assistance in water resource protection and planning, with emphasis on assisting with the District's water management permit program, operation and maintenance of a watershed-wide water monitoring program, GIS, project management and civic engagement/public outreach activities. We are looking for applicants who possess excellent people skills, the ability to quickly assess a situation and make a decision, and the ability to adapt daily to the needs of our programs.

Some of the key work activities of the Water Resources Coordinator position are:

- Assists with permit processing and maintenance, including site visits, reviewing permit applications for technical completeness, maintaining and updating permit-related databases and templates.
- Develops, implements and maintains the District water quality monitoring program and plans, and budget. Provides technical, design, and graphic expertise including water quality modeling, GIS, and Adobe Suite. Trains and provides direction to the summer monitoring interns.
- Works closely with the Local Governmental Units within the District which includes the City of Detroit Lakes, Becker and Otter Tail Counties, Becker and West Otter Tail SWCD offices, and other Federal and State (MPCA, BWSR, MN DNR) coordinating agencies.
- Performs other duties as assigned. **A more complete job description may be viewed on the PRWD website: www.prwd.org**

Minimum Qualifications:

A Master's degree in Water Resources Science, Environmental Sciences/Studies, Natural Resources Science and Management, Biology, or a related field OR a Bachelor's degree in one of the above fields and a minimum of 2 years of professional level experience in one of these fields. Required to have ability to handle a boat (trailer/launch/drive), install equipment in water (stream-wading, lifting/pounding), be able to lift/carry heavy equipment (50+ lbs) on a regular basis, work outside in all weather conditions and possibly on challenging terrain; have a working knowledge of computers and software (WORD, Excel, Power Point) and have a valid Minnesota Driver's License with no major traffic convictions in the past five years. Knowledge of GIS software preferred.

Skills

- Writing and analytical skills sufficient to draft technical reports, letters, correspondence, lake management plans, etc.
- Knowledge of sampling techniques, science applications, and scientific equipment to conduct lake and stream water quality sampling, lake vegetation surveys, and shoreline assessments.

- Communications, public relations and presentation skills sufficient to effectively present watershed information (water quality, lake health, District permitting program, projects, etc.) to board members and to diverse groups of stakeholders, peers and youth groups.
- Computer literacy, including knowledge of Arc GIS, databases, spreadsheets, and word processing.
- Ability to self-start and to work independently without close supervision.
- Ability to handle multiple projects and programs simultaneously.
- Accounting and/or budgeting experience is desired.

Special Requirements/Conditions of Employment: Must possess a valid driver's license with no major traffic convictions in the past 5 years, have the ability to maintain and safely operate equipment, such as boats, motors, trailers, etc., occasionally work in adverse weather and environmental conditions, lift and carry materials weighing up to 50 pounds, and work at a desk.

Salary Range: \$50,000 - \$68,000

Why work for the Pelican River Watershed District? Joining the District means becoming a part of a small team committed to protecting and restoring the environment. A career in public service allows you to help solve some of the most challenging problems facing our environment. We offer a competitive benefits package and have a strong commitment to work/life balance. District employees may be eligible for the following: monthly stipend towards Medical/Dental/Vision, Public Employees Retirement Association (PERA), Vacation, Sick, and other Leave*, 11 paid holidays per year*, Deferred Compensation Program, MN Healthcare Savings Plan, and Dependent Care FSA (DCFSA).

Selection Process:

Applicants whose education, training and experience that most closely meet the needs of this position may be invited to participate in a selection process to include an oral board interview and a written skills assessment. Final selection is contingent upon a background check. The Pelican River Watershed District reserves the right to change this process at any time.

How to Apply

The job application form and the complete job description are available at: www.prwd.org.

Complete application submittals include:

1. A cover letter outlining your interest and qualifications, and
2. A resume, and
3. A completed PRWD Job Application Form

Please submit the required documents to the Pelican River Watershed District via email: prwdinfo@arvig.net. For best results, please upload the job application, cover letter, and resume as a Microsoft Word or Adobe PDF document.

This position will remain open until filled. The initial interviews will begin September 13, 2021. In order to be considered for the initial interview, please submit all required documents on or before September 10, 2021. When the position has been filled, it will no longer appear on our Pelican River Watershed District website. If you experience any technical difficulties when applying, please contact us at prwdinfo@arvig.net or 218-846-0436.

The Pelican River Watershed District is an Affirmative Action/Equal Opportunity Employer.