



## Job Description

**Position Title:** Research and Monitoring Program Manager

**Accountable To:** District Administrator

**FLSA Status:** Exempt

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### Primary Objective of the Position:

Performs difficult skilled technical work managing the implementation of the District's Research and Monitoring Program. Provides ongoing leadership for the evaluation of the program and processes for continuous improvement to the District's data collection and analysis efforts. Responsible for workplan development and budget management; supervision and development of staff; oversight and coordination of data collection and analysis; data interpretation and planning watershed management strategies.

Departmental supervision is exercised over all personnel within the department.

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### 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:

In coordination with the Administrator, establish and implement strategic departmental objectives, aligning and managing workflow, personnel and finances to achieve priorities.

Develop and manage program and project workplans and budgets to support the District's mission. Duties include monitor, review, and approve invoices; research outside funding opportunities, write grant applications, and perform various administrative functions associated with grant programs.

Provide leadership, management, and professional development of personnel, fostering a high performance team environment that achieves the department's strategic objectives.

Effectively assemble internal and external teams, and lead, coordinate and communicate departmental initiatives internally across programs, to the Board of Managers, to external policy makers, agency staff, and members of the public.

Lead the development and implementation of plans for hydrologic, chemical, and biological field data collection, supporting evolving organizational priorities for long-term trend analysis, subwatershed health assessments, stressor identification, management strategies, and evaluating capital project efficacy with pre- and post-construction data.

Establish and oversee protocols that provide quality assurance and quality control for collected data.

Analyze chemical, biological and hydrologic data, diagnose drivers of watershed issues from a regional to local scale, recommend watershed management strategies, and collaborate with District Planners and Project Managers to develop watershed management plans that are integrated with land use planning and reflective of local priorities.

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Lead technical analysis of District and partner data including statistical sampling design, hydrologic data analysis, water quality data analysis and modeling, stressor identification, Indices of Biotic Integrity, Aquatic Invasive Species, wetland condition and function, biological community analysis, and Geographic Information Systems.

Assist District Planner-Project Managers in the implementation of capital improvement projects, participating as needed in pre-project data analysis, development of management strategies, project visioning and feasibility, preliminary and final design of projects, property and easement acquisition, and cooperative agreements.

Communicate, verbally and via technical reports, data findings internally with program staff to support capital project planning and policy development, and externally with agency staff, policy makers, and members of the public.

Develops project and program work plans (including goals, budget, schedule), Scope of Work documents, and Requests for Proposals to procure design and engineering services; prepares annual reports to the Board and state agencies.

Oversee the development of Total Maximum Daily Load (TMDL) studies within the District and provides technical support to the MN Pollution Control Agency (MPCA) and its consultants; serves as a liaison between the MPCA and local stakeholders.

Develop and oversee the implementation of the District's Aquatic Invasive Species (AIS) workplan, including: coordinate volunteers to support early detection, respond to reports of new AIS infestations, maintain the District's AIS database, disbursement of financial resources, provide data analysis and interpretation, and present AIS related information to a broad variety of technical, policy and public audiences.

Performs research, compiles facts, and works with stakeholder groups, as necessary; monitors the implementation and assesses outcomes of plans, programs, and policies; prepares presentations and facilitates meetings for City staff and Council, industry professionals, and community members.

Prepares and presents recommendations, requests for Board action (RBAs) and resolutions to the Board of Managers for research and monitoring activities, including, department workplans, policy development, and special projects.

Maintains ongoing and positive working relationships with the cities and townships; state and local agencies; congressional, state, regional, and local governments, and the public; engages cities, citizens, and other stakeholders in the development of District plans, programs, and policies.

### **Education and Experience:**

Bachelor's degree with coursework in earth sciences, natural resources sciences, water-related sciences, or related field and considerable experience in water quality monitoring and data management, or equivalent combination of education and experience. Master's degree preferred.

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### Knowledge, Skills and Abilities:

#### Leadership and supervision:

- Ability to provide responsible leadership and obtain support for the implementation of the District's objectives, strategies, and goals
- Ability to create working environment to motivate and develop skills and abilities of assigned personnel; ability to develop and maintain a working knowledge of the District's operations and policies
- Ability to speak clearly and effectively; ability to be an objective listener and respect the opinion of others
- Comprehensive written and oral communications skills

#### Program management and budget development:

- Ability to plan, organize, coordinate and manage people and programs
- Ability to develop and maintain positive, cooperative, working relationships with all District employees, consultants, local and agency staff, and the general public
- 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 changing laws and technologies related to program area
- Thorough organizational skills to maintain and prioritize caseloads while managing several complicated investigations simultaneously
- Thorough skill processing and analyzing information related to GIS mapping, budgets, contracts, work plans, policies, grants and projects
- Thorough skill operating standard office equipment, computer equipment including related hardware and software and job-specific devices
- Strong understanding of fundamental project management principles including scope, schedule and budget
- Strong understanding of state rules and regulations necessary to satisfactorily complete assigned responsibilities

#### Technical proficiencies:

- Thorough knowledge of water quality laboratory methods and protocols, sample preparation and processing, QA/QC protocols, chain of custody, database construction and management, and data management for physical, chemical and biological data
- Thorough understanding of the use of water quality monitoring equipment (e.g., ISCO sampler, YSI sonde, flow meters) and ability to trailer and operate motorized watercraft;
- Thorough knowledge of statistical sampling design for streams, lakes, and wetlands; routine and specialized sampling protocols for the collection of physical (flow, geomorphology), chemical (water quality) and biological (fish, plants, invertebrates) data in lakes streams and wetlands; development of quality assurance plans and standard operating procedures
- Broad understanding of water quality and surface water management strategies including shallow and deep lake management, stream management, watershed Best Management Practices, and stormwater management
- Thorough knowledge of statistical and analytical approaches for hydrologic, chemical, physical, and biological assessments including creating rating curves, calculating watershed yield and pollutant load, trend analysis, empirical relationships, biological community analysis such as Indices of Biotic Integrity, pre- and post-construction effectiveness statistics, and spatial data analysis using GIS
- Familiarity with the application of commonly used water quality hydraulic and hydrologic models such as



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P8, WinSLAMM, SWMM, Event Mean Concentration, and unit area loading.

- Proficiency operating standard office equipment, computer equipment including related hardware and software and job-specific devices (i.e. ArcGIS, WISKI)
- Ability to make arithmetic computations, create rating curves and formulas and perform statistical analysis

**Physical Requirements:**

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting, reaching with hands and arms and lifting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling and pushing or pulling; 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, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms-length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, working with explosives and exposure to vibration; exposure to irritating plants and exposure to environmental toxins/disease; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements:**

Operation and trailering of motorized watercraft  
Valid driver's license

**Acknowledgement:**

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Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

*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.*