



LAKE MINNETONKA CONSERVATION DISTRICT POSITION DESCRIPTION

TITLE: Environmental Administrative Technician
REPORTS TO: Executive Director
SUPERVISES: None
STATUS: Nonexempt
UPDATED: 07/10/2017

POSITION SUMMARY:

This position performs a wide variety of technical and administrative tasks to ensure compliance with LMCD regulations designed to protect Lake Minnetonka and all those who use it. This position also serves as a primary contact for license holders, partner agencies, businesses, residents, associations, and the general public to provide technical assistance regarding dock construction, licensing, permits, pollution prevention, AIS, special projects, and a variety of lake initiatives. This position has a direct impact on office administration, system operations, financial results, customer service and organizational performance. The position also assists with preparation and coordination of Board meetings, events, emergencies, and after-hour situations as needed.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Interpret and provide information regarding LMCD regulations regarding docks, structures, watercraft storage, deicing operations, special events, lake use, and other applicable regulations. Manage, research and respond to inquiries and requests by phone, walk-in, mail, website, email, and other possible methods.
2. Receive and resolve complaints regarding residential and commercial docks, watercraft, dock use areas, and other violations of LMCD regulations. This may involve research of property conditions, onsite inspections, preparing and sending correspondence and notices, meetings, detailed documentation, maintaining databases, and legal enforcement actions.
3. Conduct onsite inspections of licensed docks, deicing installations, watercraft for hire, and other facilities to ensure compliance with Code and license requirements. Review properties to ensure compliance with site plans, update folders and computer databases to ensure accurate information; work with licensees and general public to ensure compliance; prepare and send written results notification; respond to safety concerns and hazards in a timely manner; and follow up, as appropriate to ensure compliance.
4. Coordinate processing of new, renewal, and reconfigured site license and permit applications working with property owners, businesses, surveyors, dock installers, and others to ensure compliance with applicable regulations such as multiple docks, permanent docks, variances, special density, deicing, special events, etc. Assist customers with applications; review site plans; coordinate application and issuance process by ensuring complete applications; coordinate public hearing process including legal notices and public hearing notifications; prepare background information and presentations for Board review; assist legal counsel in preparation of final orders; issue orders and/or license per standard procedures; and work with cities, agencies, and other parties regarding license review and approval.
5. Coordinate with administrative support staff the issuing of licenses and permits for dock, liquor licenses, watercraft for hire, deicing, special events, etc. Ensure the mailing of renewal application forms, reviewing applications to ensure compliance with codes, license orders, and site plans; prepare applications for approval by Executive Director; and mail licenses. Coordinate communication and copies with appropriate

agencies, cities, MN DNR, MCWD, Water Patrol and others as applicable. Maintain database for new and renewal licenses and permits including license status, control, mailing lists, etc.

6. Assist Executive Director and staff in special projects; research; preparing reports; grants; preparing presentations; and representing the organization to Board of Directors, customers, public officials, and general public. May include engaging the community, Board, and/or staff.
7. Assist Executive Director and staff in preparing meeting agendas, meeting facilitation, and correspondence for the Board, committees, workgroups, and other groups. Assist staff with Board member setup and orientation.
8. Coordinate various programs and projects such as the EWM Harvesting Project (variety of pre-season, season, and post-season activities), Solar-Light Program, Save the Lake initiatives such as Boater Safety Course, lake inventory, and others. Work with staff, volunteers, and contractors as needed. Assist with post project analysis, program, annual reports, and other documents.
9. Assist with creating educational and procedural materials for licensees, residents, cities, partnering agencies, general public and other stakeholders; post and manage communication systems such as handouts, website, social media, presentation boards, and other methods.
10. Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- High school diploma or GED is required. A bachelor's degree in natural resources, environmental sciences, planning, public administration, or related field is strongly desired with a minimum of two years of related experience. Additional years of relevant experience may be a substitute for a bachelor's degree.
- Highly effective written and verbal communication skills, and innovative problem-solving skills.
- Proficient with computer systems and MS Office (Word, Excel, Access, Publisher, and PowerPoint) and databases. Knowledge of GIS, QuickBooks, and InDesign software desirable.
- Ability to work with and maintain confidential and sensitive information.
- Strong interpersonal skills and relationship building required to maintain professional relationships with co-workers, Board members, consultants, applicants, media, licensees, and members of the general public.
- Ability to manage multiple tasks in a thorough, organized manner.
- Capable of completing projects on time in a fast-paced, customer-service focused environment.
- Ability to work independently and as part of a team.

ENVIRONMENT AND PHYSICAL CONDITIONS

- Typical outside environment with weather elements.
- Mobility and agility to climb, bend, sit, stand, kneel, and twist on uneven and slippery surfaces.
- Typical office environment with sitting, standing, bending, kneeling, and similar.
- Capable of lifting moderate weight up to 50 lbs.
- Possess a valid driver's license and own a means of transportation for business purposes.
- Ability to operate watercraft, harvesters, trucks, and other equipment on the lake and roads as appropriate.
- Requires periodic evenings and weekend hours.