



LAKE MINNETONKA CONSERVATION DISTRICT

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LAKE MINNETONKA CONSERVATION DISTRICT ENVIRONMENTAL ADMINISTRATIVE TECHNICIAN POSITION POSTING

The Lake Minnetonka Conservation District is accepting applications for an Environmental Administrative Technician. 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.

Minimum Requirements include a high school diploma or GED. 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 relevant experience. Additional years of relevant experience may be a substitute for a bachelor's degree. Salary is \$53,000 to \$58,000 depending on qualifications.

Applications are due by 4:30pm on July 24, 2017. For more information and to apply, visit www.lmcd.org.
An Equal Opportunity Employer

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