

LAKE MINNETONKA CONSERVATION DISTRICT

Position Announcement **Administrative Clerk (Part-time)**

August 11, 2011

ORGANIZATION BACKGROUND: The Lake Minnetonka Conservation District (LMCD) is a public agency governed by a 14 member Board of Directors. The appointed Board members represent the 14 member cities that surround Lake Minnetonka; Deephaven, Excelsior, Greenwood, Minnetonka, Minnetonka Beach, Minnetrista, Mound, Orono, Shorewood, Spring Park, Tonka Bay, Wayzata, Woodland, and Victoria. The office is located in Shorewood.

The LMCD's authority comes from the State legislature, which established the agency in 1967. Primary responsibilities of the LMCD include:

- Regulate boats permitted to use the lake and set service fees.
- Regulate public docks, and other public facilities, for access to the lake (including commercial marinas/licensed multiple docks).
- Limit by ordinance the use of the lake at various times and use of various parts of the lake.
- Contract with law enforcement agencies to police the lake and its shore.
- Regulate construction, installation, and maintenance of docks and moorings.
- Regulate means of deicing the lake.
- Regulate mechanical and chemical means of weed removal.
- Participate in programs to eliminate lake pollution.

The LMCD is funded by the 14 member cities through a levy system, plus revenues from licenses, court fines, and grants.

ADMINISTRATIVE CLERK POSITION REQUIREMENTS:

- High School Degree or GED
- A minimum of two years work experience in a clerical support position, preferably in the public sector and/or small office environment.
- Demonstrated organizational and office management skills, capable of balancing multiple tasks and prioritizing workload at a given time.
- Strong working knowledge of Microsoft Office Suite and QuickBooks Pro software.
- Demonstrated written and verbal skills.
- Demonstrated ability to work with the general public, other public sectors, the LMCD Board of Directors, and other co-workers.

Hourly rate range is \$11.00 to \$14.00, depending on qualifications, with public pension plan (no other benefits).

Please call the LMCD office at (952) 745-0789 to request an application and a copy of the position description. Mail application, with resume and cover letter, to:

Executive Director
Lake Minnetonka Conservation District
23505 Smithtown Road, Suite 120.
Shorewood, MN 55331

Completed applications must be received no later than Friday, September 16, 2011.