



LAKE MINNETONKA CONSERVATION DISTRICT

5341 MAYWOOD ROAD, SUITE 200 • MOUND, MINNESOTA 55364 • PH: (952) 745-0789

Lake Minnetonka Conservation District Seeking Executive Director

The Lake Minnetonka Conservation District (LMCD) is seeking a progressive, forward-thinking leader with excellent communication skills and high energy to be the next Executive Director.

ABOUT THE LMCD:

The LMCD is a regional governmental agency created under State enabling legislation in 1967. The LMCD is governed by a Board of Directors composed of one member appointed by the City Councils of the 14 cities surrounding Lake Minnetonka. The original responsibilities of the LMCD were to regulate the use of the Lake and to develop a comprehensive plan to eliminate pollution. The LMCD's mission is to preserve and enhance the Lake Minnetonka Experience. Our vision recognizes that Lake Minnetonka is a highly valued year-round asset with vibrant aesthetic, recreational, commercial, and natural qualities. These qualities and values will be protected and preserved for present and future generations. More information about LMCD can be found on the website www.lmcd.org.

POSITION SUMMARY:

The Executive Director is appointed by the LMCD Board of Directors, reports to the LMCD Board of Directors and serves as the chief administrative/operating officer for the LMCD. This position is responsible for planning, organizing, coordinating and evaluating the daily operations and functions of the LMCD in accordance with LMCD code of ordinances, resolutions, and directives from the Board of Directors.

ESSENTIAL FUNCTIONS OF THE POSITION:

- A. **Plans and directs the general administration of LMCD services (25%).** Coordinates the evaluation and processing of annual renewal and new applications permitted by LMCD Code; plans, develops, and makes recommendations to the LMCD Board on administrative policies, rules, regulations, and procedures; implements, interprets, and applies Board of Director actions, directives, and policies; and ensures that public services are efficiently provided and that all public complaints and inquiries are effectively handled; and provides support to current strategic committee initiatives.
- B. **Provides effective support to the LMCD Board of Directors (20%).** Facilitates regular and special LMCD Board meetings and communicates in a timely manner to affected Board members on issues that might impact the city that they represent.
- C. **Establishes and maintains public/community/media relations (20%).** Establishes and maintains a communications plan that is inclusive of stakeholder engagement, marketing and branding of the agency and media relations. Utilizes and maximizes a variety of

technologies and media channels. Assesses and keeps up-to-date publication pieces including the LMCD newsletter, annual report and press releases.

- D. **Oversees the LMCD financial and fiscal policies (10%).** Supervises and works with the LMCD Treasurer to create the LMCD annual budget; oversees all fund management and investment activities; participates in the annual independent audit; and is responsible for all LMCD disbursements (payroll, accounts payable, etc.).
- E. **Serves as Liaison with LMCD member cities and other stakeholders (10%).** Seeks out current information on Lake Minnetonka related issues by cooperating with the 14 LMCD member cities and other stakeholders on matters of mutual interest; represents the LMCD in local, regional, and state meetings, and in community group functions, as requested by the LMCD Board of Directors; and stays knowledgeable of laws, rules, and regulations applicable to the LMCD. The Executive Director should be interested in moving the Board toward best management practices for the Lake's recreational and environmental needs.
- F. **Oversees LMCD human resource management (10%).** Supervises and reviews all LMCD employees (full-time, part-time, and seasonal) utilizing the adopted LMCD Personnel Policy; recommends necessary changes to the adopted LMCD Personnel Policy; recommends appropriate staffing levels; supervises and manages all LMCD independent contractors.
- G. **Oversees standing LMCD committees (5%).**

*Percentages are estimates only

PROFESSIONAL LEADERSHIP CHARACTERISTICS:

The Executive Director needs to be a thoughtful and collaborative leader who is personable, progressive and an excellent communicator. The Executive Director needs to be involved in the community and seek to bring people together to foster partnerships within and across stakeholder groups.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

The Executive Director should possess strong leadership and management skills with a history of community engagement. Areas of strong emphasis and/or desirable experience include:

- A bachelor's degree or comparable experience in public administration, urban studies, business administration, or closely related field. A master's degree in one of these fields is desirable.
- At least five years of public sector experience in one of these fields, including supervisory experience.
- General knowledge of computer operations and ability to use computer programs including MS Office.
- Skilled in communication, facilitation, conflict management, and mediation.
- Ability to establish working relationships with elected officials, LMCD Board members, other public officials, LMCD licensees, and residents.
- Knowledge of organizational management skills, with the skill and ability to apply to

public sector organizations.

- Sound leadership skills, including coaching, counseling, mentoring, and making the workplace enjoyable.
- Experience in budget preparation and presentation.
- Management functions such as performance evaluation, staff development, and team building.

SALARY RANGE: \$70,000 - \$105,000, depending on qualifications

TIMELINE:

January 9, 2023– Deadline for Applications

January 18, 2023 – Search workgroup Selects Finalists for interview

January 23 and 24, 2023 – Search Workgroup Interviews Finalists

February 1, 2023, or as soon as possible – New Executive Director Starts

TO APPLY:

Please submit resume, cover letter and 3 references ATTN: Ann Hoelscher, LMCD Board Vice Chair as follows:

- 1) email to lmcd@lmcd.org or
- 2) mail to LMCD Office, 5341 Maywood Rd, Suite 200, Mound, MN 55364 or
- 3) in person to LMCD office during regular business hours M-F, 8am-4:30pm.

QUESTIONS: Contact Ann Hoelscher at ahoelscher@lmcd.org.

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