

Middle-Snake-Tamarac Rivers Watershed District
DISTRICT ADMINISTRATOR

Vacancy: The Middle-Snake-Tamarac Rivers Watershed District (MSTRWD) in Warren, MN is seeking a District Administrator. The position is responsible for the overall day-to-day functions of the District including maintaining all official MSTRWD documents, preparing budgets, and administering finances. This position includes, but is not limited to: implementing the policies of the MSTRWD Board of Managers, representing the District in dealings with other governmental entities, administering contracts, overseeing MSTRWD staff and projects, interacting with the public. The District Administrator position is exempt from overtime classification with a pay range of \$4,166 to \$6,750 per month (DOQ). For additional information about MSTRWD or to view a copy of the current job description, please visit: <http://www.mstrwd.org>

Minimum qualifications: Extensive experience in engineering, construction inspection, project management, and knowledge of field equipment; working knowledge of computers and software programs (Excel, Word, and Quick Books); knowledge of Minnesota Drainage Law; experience in personnel management; excellent written and verbal communication skills, and a valid driver's license.

Preferred qualifications: Previous watershed district management experience is desired for this position or a civil engineering degree.

To apply: Applicants must submit a cover letter and resume, along with a completed MSTRWD employment application (available at <http://www.mstrwd.org>) to District Administrator Position c/o Connie Kujawa, Administrative Assistant, Middle-Snake-Tamarac Rivers Watershed District, PO Box 154 Warren, MN 56762

Closing date: Position will remain open until filled.

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