

**“District Administrator”
Position Description and Role Clarification**

I. Position Identification: Administrator (483)	Date:
Position Title: District Administrator	Name of Incumbent:
Reports To: Board of Managers	Reporting to this Position:
Salary Range: \$4,166-\$6,750/month (DOQ)	FLSA: Full Time (exempt)
Revised:	Next Scheduled Revision:

II. Position Overview:
Serves as the top Administrator for the governing body. This 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 (with broad authority to hire, discipline and dismiss personnel), projects and interacting with the public.

III. Essential Functions (What)
1. Manage, supervise and be in charge of the Administration of District activities, including but not limited to:

Actions, Tasks and/or Initiatives (How) Incumbent will perform this function by:	Frequency	Tracking / Comments
• Provide assistance to the District secretary and treasurer including payroll, disbursements and records	Daily	
• Provide information and assistance to residents of the District with related problems	Daily	
• Provide information, assistance, and work with, when necessary, governmental agencies	Daily	
• Assure each project/petition progressing in planned schedule	Daily	

• Budget preparation	Daily	
• Policy implementation	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	

III. Essential Functions (What)		
2. Carry out the directives and objectives of the Board of Managers. This includes but not limited to:		
Actions, Tasks and/or Initiatives (How) Incumbent will perform this function by:	Frequency	Tracking / Comments
• Arrange for supportive information to the Board for items on the agenda	Daily	
• Carry out Board actions, as directed by the Board with assistance from the President	Daily	
• Provide progress reports on all Board directives and project activities as necessary to the mission of water management	Daily	
• Supervise Consulting Engineers with progress steps for active projects with persons or agencies involved	Daily	
• Make recommendations to the Board for orderly and efficient improvements of the administrative and operational procedures	Daily	
• Provide the necessary recommendations on budgets and projected fund levies	Daily	
• Assist and cooperate with appointed committees	Daily	
• Provide opportunities and recommendations for ongoing training for Board and staff	Daily	
•	Daily	
•	Daily	

III. Essential Functions (What)		
3. Attend meetings to keep informed on matters regarding the District		
Actions, Tasks and/or Initiatives (How) Incumbent will perform this function by:	Frequency	Tracking / Comments

•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	

III. Essential Functions (What)		
4. Authority and responsibilities of the Administrator shall be subject only to such policies as may be adopted and such orders as may be issued by the Board of Managers		
Actions, Tasks and/or Initiatives (How) Incumbent will perform this function by:	Frequency	Tracking / Comments
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	

III. Essential Functions (What)		
5. Supervise employees of the District		
Actions, Tasks and/or Initiatives (How)		

Incumbent will perform this function by:	Frequency	Tracking / Comments
• Provides overall control and direction for the personnel function of the District	Daily	
• Evaluates the performance of staff members	Daily	
• Includes active participation in or approval of personnel action	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	

III. Essential Functions (What)		
6.		
Actions, Tasks and/or Initiatives (How)	Frequency	Tracking / Comments
Incumbent will perform this function by:		
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	

III. Essential Functions (What)
7.

Actions, Tasks and/or Initiatives (How) Incumbent will perform this function by:	Frequency	Tracking / Comments
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	

Qualification Requirements

To perform this job successfully, an employee must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

IV. Knowledge Base	Tracking / Comments
• Knowledge or experience with Minnesota Drainage Law	
• Working knowledge of computers and software programs	
• Knowledge of field equipment	
• Agricultural practices	
• Maps and construction plans	
• Knowledge of local community resources and business practices	
•	
•	
•	
•	

V. Leadership / Functional Competencies	Tracking / Comments
<ul style="list-style-type: none"> • Excellent written and verbal communication skills to a variety of audiences 	
<ul style="list-style-type: none"> • Ability to establish and maintain effective working relationships with individuals, staff, board, area businesses, other Districts and the community 	
<ul style="list-style-type: none"> • Ability to interact with others in a professional and appropriate manner 	
<ul style="list-style-type: none"> • Ability to solve practical problems and deal with a variety of concrete variables in situations where there is only limited standardization 	
<ul style="list-style-type: none"> • Ability to carry out the duties of this position while helping to fulfill the District's mission and adhering to policies, procedures, regulations and Board policy 	
<ul style="list-style-type: none"> • Decision Making (Critical Judgement) 	
<ul style="list-style-type: none"> • Supervisory skills 	
<ul style="list-style-type: none"> • Organizational skills 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	

VI. Talents & Abilities	Tracking / Comments
<ul style="list-style-type: none"> • Presentations of information to a variety of audiences 	
<ul style="list-style-type: none"> • Ability to read, analyze data, and interpret professional journals, accreditation standards, and information pertaining to the field of soil and water management 	
<ul style="list-style-type: none"> • Ability to calculate figures as well as to draw and interpret bar 	

graphs	
<ul style="list-style-type: none"> • Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. 	
<ul style="list-style-type: none"> • Work independently 	
<ul style="list-style-type: none"> • Multi task 	
<ul style="list-style-type: none"> • Meet frequent deadlines 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	

VII. Education / Work Experience	Tracking / Comments
<ul style="list-style-type: none"> • Preferred qualifications include previous watershed district management experience or; 	
<ul style="list-style-type: none"> • A Civil Engineering degree 	
<ul style="list-style-type: none"> • Extensive experience in engineering, construction inspection, project management, and knowledge of field equipment 	
<ul style="list-style-type: none"> • Working knowledge of computers and software programs (Excel, Word, and Quick Books) 	
<ul style="list-style-type: none"> • Knowledge of Minnesota Drainage Law 	
<ul style="list-style-type: none"> • Experience in personnel management 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	

VIII. Accountability	Tracking / Comments
<ul style="list-style-type: none"> • Board of Managers 	
<ul style="list-style-type: none"> • Reports to work on time prepared to perform the duties of the position and demonstrates a willingness to perform duties as workload necessitates 	
<ul style="list-style-type: none"> • This position requires prompt and consistent attendance 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	

IX. Independence of Action
 Expected to exercise a high degree of independent action.

X. Supervision
 Administrative Assistant, Engineering Technician I, II and III.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand, walk, sit, balance, kneel, bend, stoop, crouch, reach with hands and arms, use hands to finger, handle, feel and use equipment/materials, push, pull, lift, twist, grip, and communicate (talk and hear). Intermittently, the employee may be required to lift up to 50 pounds, climb, jump and crawl. The employee will regularly drive while performing the duties of this job.

The employee is often exposed to moderate noise.

Specific vision abilities required by this job include close vision and depth perception.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

The noise level in the work environment varies greatly due to occasional exposure to power tools and equipment. Position demands meeting deadlines with severe time constraints and frequently working irregular or extended hours.

Job Description

PHYSICAL DEMANDS					
R=Rarely (1 to 24 minutes) O= Occasionally (25 to 2-2/3 hours) F= Frequently 2-2/3 to 5.5 hours) C=Continuously (5.5 to 8 hours)					
O	Hand Coordination/Grasping	O	Kneeling/Squatting	O	Pushing/Pulling
O	Overreaching/Bending	F	Sitting	F	Standing/Walking
O	Lifting/Carrying	R	Heights	F	Dirt
PHYSICAL ENVIRONMENT					
H = High Demand		M = Moderate Demand		L = Low Demand	

M	Noise	M	Fumes/Gases	M	Chemicals
H	Heat/Cold	L	Tissue/Fluids	L	Biohazard Material
L	Infectious Disease	L	Heights	F	Dirt
M	Moving Machinery	L	Radiation	L	Lasers
L	Vibration	H	Wet/Humid Environment	H	Work Outside
OTHER PHYSICAL FUNCTIONS					
H	Visual Acuity	H	Hearing	H	Speaking
MENTAL DEMANDS					
H	Frequent People Contact	H	Frequent Interruptions	H	Multitasking
M	Irregular Work Schedule	H	Decision Making Skills (Critical Judgments)	H	Frequent Deadlines
H	Supervisory Skills	H	Concentration Requirements	H	Organizational Skills
H	Detailed Work	H	Ability to Work Independently	H	Ability to Work with Others
SPECIAL CONSIDERATIONS/UNIQUE ENVIRONMENT/DEMANDS					

American With Disabilities Act (A.D.A.)

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

Additional duties are performed by employees currently holding this position and additional duties may be assigned.

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personal in this position.

XII. Signatures

Signature :

Date:

Name :

Title :

Signature :

Date :

Name :

Title :