



2522 Marshall Street NE
Minneapolis, Minnesota 55418-3329

612-465-8780
contacts@mwmo.org

mwmo.org

**MISSISSIPPI
WATERSHED
MANAGEMENT
ORGANIZATION**

POSITION DESCRIPTION

Position Title

Program Specialist (I or II dependent on qualifications), Project Planning and Implementation

Reports To

Executive Director or their designee

Classification

Non-Exempt

Date

April 2016

Primary Objective

The Program Specialist: Planning and Capital Improvement Projects position collaborates with member communities, partners, and staff to integrate and execute the MWMO Comprehensive Watershed Management Plan and capital implementation strategies. This may include activities such as capital improvement project management, land acquisition and resource restoration, non-point pollution prevention, and integrated water resource planning. In addition to collaborating with stakeholders and project partners to identify and understand their needs, the Program Specialist will ensure all MWMO planning and implementation efforts achieve the mission, goals, policies, and standards in the MWMO Comprehensive Watershed Management Plan.

Major Areas of Accountability/Essential Job Functions

- Participate in implementation activities to carryout land acquisition and capital improvement projects with public and private partners. This position will coordinate or manage project activities as assigned including: recordkeeping, developing and administering contracts and budgets, public bid processes and requests for service, coordinating and overseeing contractors, engaging and updating designated partners, stakeholders and constituents

PROGRAM SPECIALIST POSITION DESCRIPTION

- Assist in the implementation of MWMO grant programs, including: soliciting, collecting and organizing applications, reviewing applications, responding to applicants, and developing contracts and budgets for selected projects
- Participate in staff and consultant teams, as assigned, to maintain or modify the MWMO Watershed Management Plan, including: oversight of assessments and analysis needed to update the plan, and filing of minor amendments; particularly as related to the implementation of land acquisition and capital improvement projects
- Assist in the review local surface water management plans and land use plans, as needed, to comply with MWMO responsibilities identified in the MWMO Watershed Management Plan and Minnesota Statutes and Rules
- Perform field activities, as assigned, to ensure MWMO-funded projects are in compliance with state law, local regulations, and MWMO goals and standards.
- Perform analysis and develop and manage datasets within ArcGIS (geographic information systems), to support planning and implementation activities
- Develop and implement urban resource restoration plans and projects, using appropriate plant materials and urban ecosystem principles, with an emphasis on the Mississippi River corridor and connecting landscape features
- Participate as a member of staff teams across all areas of the organization. Model team behavior, i.e. work cooperatively and collaboratively; contribute ideas, provide and receive feedback in a constructive manner, deliver work products on time and on budget; and support others' work products
- Ensure project coordination and communications internally with MWMO staff
- Ensure individual area of expertise and related skills are developed, maintained, and demonstrated through approved continuing education, special assignments, research, and self-directed study
- Develop annual position-specific work plan in consultation with Executive Director or their designee to ensure understanding and agreement on position responsibilities and expectations. Contribute to other annual work planning processes which impact the organization as a whole
- Perform miscellaneous office duties such as answering telephones, providing office support, etc. as required. Keeps office space in a clean and publicly presentable condition
- Performs projects and other responsibilities as apparent or assigned

PROGRAM SPECIALIST POSITION DESCRIPTION

Accountabilities for Collaborative and Team Participation

- Participate in decisions related to the selection of personnel; e.g. interview panels
- Orient new employees to organizational programs and team concept
- Clearly communicate job duties and responsibilities so individuals may proceed with certainty in the performance of their positions, and
- May personally conduct portions of training for new employees to ensure established procedures are clearly understood and followed

Knowledge, Skills and Abilities

Experience

Minimum of two (2) years of related experience, including: using ArcGIS to assess land use, land cover or environment conditions, watershed-based planning, urban environmental planning, natural resource management, project management, budget development and management, technical review of plans, contractor coordination and construction site supervision, field inspections, or design/implementation of urban storm water BMPs and urban ecosystem restorations.

Education

B.S. in civil engineering, water resource management, landscape architecture, urban planning, or similar. Alternatively, the following, coupled with applicable work experience, will be considered: Master's or Bachelor's Degree in Architecture, Construction Management, Natural Resource Management, Public Administration, Business Administration, or a related field and coursework with an ecological or environmental focus.

Additional Desirable Skills

- Has experience using CAD and graphics to explain project information to clients and public and integrating CAD into ArcGIS
- Has technical knowledge of urban resource management and environmental issues, land rights, land acquisition and development, landscape design, project management techniques
- Has experience using or reviewing common urban stormwater hydrology and water quality models, including XP-SWMM, P8, WinSLAMM, HyrdroCAD, and/or the MIDS calculator
- Has knowledge of funding approaches and processes for public/private capital improvement projects

PROGRAM SPECIALIST POSITION DESCRIPTION

- Has knowledge of governmental (federal, state, regional, and local) grant processes, management, and grant writing
- Has public sector project management experience in facilitating work teams, and coordinating and overseeing contractors
- Is able to analyze technical reports
- Is able to display excellent communication skills
- Is highly organized, detail-oriented and able to meet deadlines
- Is able to work successfully with considerable independence

Licenses

- By date of hire, must possess and maintain a valid Minnesota Driver's License

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements and does not imply a contract.

Employee's Signature

Date

Supervisor's Signature

Date