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mwwmo.org

MISSISSIPPI  
WATERSHED  
MANAGEMENT  
ORGANIZATION

## POSITION DESCRIPTION

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### Projects and Outreach Director

**Job Class:** Program Manager

**Position Title:** Projects and Outreach Director

**Reports to:** Executive Director

**Classification:** Exempt

**Date:** July 2019

### Primary Objectives

Provides leadership in aligning Mississippi Watershed Management Organization (MWWMO) partners toward system-scale planning and project implementation across the entire watershed. Works in partnership with all staff, member agencies/cities counterparts, and approved contractors to develop and implement the following Watershed Management Plan content areas: planning, watershed assessments, capital improvement projects, and grant initiatives to achieve the land, water, and other natural resources goals of the watershed.

Position oversees an interdisciplinary group of staff covering multiple initiatives/programs; facilitates interactions between them, while helping them to prioritize their specific roles and responsibilities through work planning. Participates as a member of the MWWMO leadership team, representing priorities of the groups the position oversees and advising the Executive Director on MWWMO's role in these areas. Collaborating with Executive Director and Water Resources Director to advance strategic priorities set by MWWMO Board of Commissioners.

### Major Areas of Accountability/Essential Job Functions

- Engage direct reports in the following work areas: planning, watershed assessments, capital improvement projects, emergency management, outreach and grant initiatives, as necessary to achieve the goals of the MWWMO. Although the position oversees planning and plan review, capital project implementation, and approves report formats and content, the final work products are the byproducts of team involvement and partner input. The position is expected to engage all individuals who comprise the initiative/program area, all members from the

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other cross-functional initiative/program areas, and identified counterparts from member organizations (cities, counties, state, etc.) to achieve best results for each of the work areas.

- Develop initiative/program budgets; secures Executive Director's approval of budgets and oversees the implementation of the annual work plan for each assigned work area. The position will identify goals and corresponding strategies in consultation with MWMO and member staff to address the following comprehensive plan content areas: planning, watershed assessments, water reuse and conservation, capital improvement, emergency management, outreach and grant programs. Ensure that the aforementioned plans reflect best practices and fulfill all requirements as outlined in MN Statute 103B and MN Rules 8410.
- Identify the interconnections in project goals, resource goals, and relationships between the above initiative/program areas and the other MWMO work areas, and between the MWMO and member organization/city counterparts. Seek to maintain and expand member, city, consultant and agency partnerships. Uphold responsibilities in supporting these interdependencies. When serving as the MWMO's representative on local and regional partner committees, ensures coordination of planning and communication with all impacted parties.

### **Accountabilities for Collaborative and Team Participation**

- Participate in decisions related to the selection, promotion, transfer, pay, and discipline of assigned personnel.
- Orient employees to organization policies and procedures, clearly communicating job duties and responsibilities so individuals may proceed with certainty in the performance of their positions.
- Personally conduct or oversee training for new employees to ensure established procedures are clearly understood and followed.
- Monitor the work performance of assigned personnel on a continual basis, participating in effective performance appraisals, and taking corrective action whenever necessary.
- Create a working climate in which assigned personnel are motivated to develop their skills and abilities and demonstrate by personal example the desired standards of conduct and work performance.
- Administer organizational policies in a fair and equitable manner with regard to discipline, tardiness, absenteeism, or insubordination, and fully document all incidents and actions taken.

### **Responsibility for Supervision:**

- Program Principle

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- Program Specialists
- Grants Specialist
- Interns
- Contractors

**Note:** As applicable, the position mentors direct reports on how to coordinate, provide guidance to, and monitor interns assigned to their individual programs/grants/projects.

### **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.
- May personally conduct portions of training for new employees to ensure established procedures are clearly understood and followed.

### **Knowledge, Skills and Abilities**

#### ***Experience***

- A minimum of five (5) years in direct supervision.
- A minimum of five (5) years of technical experience, to include: watershed-based planning, urban environmental planning, development of stormwater management systems, preservation/restoration of urban ecosystems, construction site supervision, related technical research, understanding of government and public processes related to constituent involvement/community support and policy development, project identification and corresponding funding allocation, public education/information, grant writing and other funding strategies, and budget development and management.
- Experience in sourcing, contracting, and managing external service providers.

#### ***Education***

Master's Degree in Civil Engineering, Landscape Architecture, Natural Resource Management, Hydrology, Urban Planning, Public Administration, or a related field and coursework with an ecological or environmental focus. An equivalent combination of relevant Bachelor's Degree education/experience/professional licenses will be considered.

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## Additional Skills Required

### *Verbal/Written*

- Display excellent verbal, organizational, and communication skills. Demonstrate advanced public speaking, facilitation, networking, and interpersonal communication skills.
- Is versed in using environmental, community, and land use data in making management decisions and recommendations to other decision-makers on the management of their resources.
- Experience in preparing technical memos, reports and papers, such as watershed assessment, BMP effectiveness evaluations, or summaries of flow data.

### *Management*

- Work successfully with considerable independence. Is proactive, self-motivated, and is able to develop direct reports. Is able to foster team and cross-functional interactions.
- Highly organized and able to handle multiple tasks and corresponding deadlines.
- Demonstrate strong strategic planning and project management skills.
- Demonstrate effective problem-solving and decision-making skills. Is versed in facilitation and dispute resolution skills.

### **Licenses**

- By date of hire, must possess and maintain a valid and unrestricted 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.

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Employee's Signature

Date

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Supervisor's Signature

Date