



BUFFALO – RED RIVER WATERSHED DISTRICT

Watershed Specialist

Position type: Full-time, Exempt

Location: Barnesville, MN

Buffalo-Red River Watershed District (BRRWD) is a special purpose unit of government established to protect, manage, and promote the Buffalo-Red River watershed. BRRWD is governed by a Board of seven Managers appointed by the County Board of Commissioners from Clay, Wilkin, Becker, and Otter Tail Counties. BRRWD strives to foster positive relationships with landowners, governmental agencies, and other community partners.

The Watershed Specialist will work with our team to promote the mission and goals of the BRRWD Board of Managers.

The goals of the BRRWD Board of Managers include:

- Address flood concerns.
- Maintain drainage systems.
- Develop programs and projects that help sustain high-quality surface and groundwater.
- Support projects that reduce erosion.
- Educate landowners about water and soil resources.

The Watershed Specialist will engage stakeholders to develop and complete projects; manage the permitting system; maintain the drainage systems; and serve as the contact to landowners and local/state/federal agencies to ensure stakeholders are informed of BRRWD activities.

Responsibilities: Under the supervision of the District Administrator, including, but not limited to the following:

- Coordinate with District Administrator, engineer, landowners, and agencies to aid in the development of projects including outreach for land acquisitions and coordination of long-term maintenance.
- Oversee the District's ditch systems to ensure systems function adequately.
- Oversee permitting to ensure adequate information is obtained for Board of Managers consideration.
- Assist landowners with general inquiries regarding District projects and activities to ensure accurate information is provided to stakeholders.
- Develop appropriate maps to assist in describing projects to the Board of Managers and stakeholders.
- Monitor compliance with relevant state and local laws to ensure property within the District is compliant.
- Work with granting authorities to ensure the District is providing adequate information for grant reporting.
- Attend and participate in Board meetings as needed to assist in presenting information to the Board of Managers.

- Coordinate events and outreach activities to promote the District's projects and mission.
- Contribute to an office environment that encourages employee development, retention, and accountability for performance.

Minimum Qualifications:

- Associate Degree or two-year college equivalent in natural resources, water resources, or any natural sciences.
- Possess a valid Driver's License.

Preferred Qualifications:

- Master's Degree (see degree programs above).
- +3 years-experience in similar position.
- Experience with GIS.
- Knowledge of Minnesota Drainage Law.

Final candidate will be required to pass a Background Check and Motor Vehicle Report.

How to apply: Send cover letter, resume, and list of three references to KAltrichter@brrwd.org.

Closing date: Application Review will begin November 22, 2021. Position will remain open until filled.

For the full job description please visit our website, www.brrwd.org.

Buffalo-Red River Watershed District is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.