



44 Lake Street South Suite A, Forest Lake, MN 55025

Phone 651.395.5850 | info@clflwd.org | www.clflwd.org

Position Announcement: Permitting Coordinator

The Comfort Lake-Forest Lake Watershed District has an opening for a Permitting Coordinator. This is a full time, permanent position within a small collaborative office. As such, this position will have a variety of primary and cross-functional secondary responsibilities ranging from field work such as erosion control inspections and aquatic plant surveys, to in-office tasks such as program administration and data analysis. The primary responsibility of this position will be implementation of the District's permitting program which will entail working directly with permit applicants and contractors, reviewing technical documents, managing large and complex databases, providing oversight and training to Seasonal Technician(s), and performing onsite inspections of erosion control and stormwater management best management practices (BMPs). This position will also assist with additional administrative and/or field duties as assigned. The District is also in the process of converting to a more complete digital file structure so internal support to achieve these goals will be needed by all staff. Minimum Requirements: Degree earned in natural sciences, geography, engineering, water resources, or related field preferred. Strong organizational skills along with ability to interpret technical reports. Proficiency in written and oral communication and working knowledge of computer software including Microsoft Word, Excel and Explorer a must, as well as proficiency with keyboarding. Any experience with GIS, Microsoft Access, or financial management is a plus. Call 651-395-5855 or email Michael.Kinney@clflwd.org for additional information. If interested, please submit resume and cover letter to info@clflwd.org. Position open until filled. www.clflwd.org.

Board of Managers

Jon Spence—President Jackie Anderson—Vice President
Jen Oknich—Secretary Stephen Schmaltz—Treasurer Wayne Moe—Assistant Treasurer

Information / Education / Public Outreach

- Participate in educational activities as assigned, e.g. local public events and festivals, workshops, cost-share program
- Field citizen inquiries, provide information as able and assist in directing them to additional resources
- Make recommendations for additional and/or modified programs that will maintain and increase the level of knowledge of water management and the application of that knowledge in the district
- Edit/contribute to District GIS database and story map as needed

Board Administration

- Assist in preparations for CLFLWD board meetings; attend and participate in meetings as assigned
- Attend partner organization meetings as assigned; report back to CLFLWD board and staff

Qualifications and Experience

Position Specific

- BA/BS in environmental science, natural sciences, or related field, or equivalent combination of education and experience related to job
- Knowledge of watersheds, stormwater management, natural resource management, local government operations and regulations
- Experience in environmental education, public speaking, outreach coordination and communications preferred
- Ability, skill and knowledge of data synthesis and analysis, detailed report writing (including financial), permit applications and compliance
- Demonstrated leadership ability and experience working with diverse stakeholder groups
- GIS experience preferred
- Access experience preferred
- Maintain a valid driver's license, a good driving record and insurance approved by the District; provide a private automobile on a daily basis for use in carrying out District business
- Able to walk and carry equipment in rough terrain, and lift and carry approximately 50 pounds
- Withstand outside exposures in all temperatures and weather conditions, and possible construction noise
- Able to work on some evenings and weekends

All CLFLWD positions

- Collaborative and cooperative with internal and external stakeholders
- Understand importance to ensure security of district property and facilities, and confidentiality of information and records
- Competent with personal computers including Microsoft Office Suite, email and Internet applications and other common software applications
- Flexible and adaptable to do what it takes to get the job done
- Ability to plan, prioritize, multi-task and complete projects by deadline
- Service-oriented, with a respectful and friendly demeanor
- Ability to problem solve and innovate
- Demonstrate a high level of respect, integrity and confidentiality
- Strong written, oral, and interpersonal communication skills
- Strong organizational skills
- Willing to learn new technology and processes and recommend enhancements