Detailed Job Descriptions, including general position-specific qualifications, for each position comprise pages 2 through 12 of Exhibit B. Specific qualifications as related to CMSCWD activities are below.

**CMSCWD-Specific Qualifications**

1. **CMSCWD Permitting Inspection Program**
   a. Permit Coordinator, Erin Edison:
      i. B.S. Ecology and Field Biology (Natural Resources emphasis), Saint Cloud University, Graduated: May 2015
      ii. Over three years combined professional experience with water resource regulatory activities with the City of St. Cloud, Heron Lake Watershed District, Sauk River Watershed District, and now CLFLWD.
      iii. Construction Installer Certified (valid until 1/2021)
   b. Seasonal Technician, To Be Determined (minimum qualifications on page 6)

2. **CMSCWD 10-Year Watershed Management Plan Amendment**
   a. Watershed Technician, Emily Heinz:
      i. B.S. Environmental Science, Iowa State University, Graduated: May 2014
      ii. Over three years professional experience with watershed management coordination activities with the CLFLWD
      iii. Experience leading CLFLWD’s minor watershed management plan amendment process in 2017/2018 including:
        1. Creating timeline and tracking system for required amendment process steps
        2. Drafting new program/project descriptions and formatting plan document
        3. Coordinating with District Board, District consultants, Board of Water and Soil Resources, plan review agencies, and Technical Advisory Committee.

3. **Education and Outreach**
   a. Watershed Assistant, Jessica Lindemyer
      i. B.A. Biology and Studio Art, College of Saint Benedict, Graduated: May 2016.
      ii. Almost two years professional experience with public education and outreach and watershed management coordination activities with the CLFLWD.
1. Watershed Specialist Training, University of Minnesota, Completed: April 2017
iii. Extensive background in graphic design and biology

Job Descriptions
Job Description – Permit Coordinator

Comfort Lake-Forest Lake Watershed District

Position Title

Permitting Coordinator/Watershed Technician

Position Objective

As a member of a small, collaborative team, this position provides program management and technical assistance in water resource protection as it relates to implementation of the goals, policies, programs, and rules identified in the Watershed Management Plan (WMP) of the District. The position adds value by ensuring that permitting, data analysis, and operation of and reporting on District facilities are conducted in a timely and accurate manner.

Status

Exempt, Full-time

Accountable to

District Administrator

Key Responsibilities and Duties

Permitting

- Assist in the implementation of the District’s permitting program. Provide assistance to permit applicants completion of permit materials, maintain oversight of application processes, and field questions as they come up
- Review permit applications, coordinating with District Engineer and District Attorney as necessary
- Help prepare permitting recommendations to the Board of Managers
- Issue permits and process closeouts
- Inspect construction sites for compliance with CLFLWD, PCA, and municipal permits; coordinating onsite meetings with contractors when possible
- Maintain permit records, including financial accounts such as permit deposits, financial assurances, permit expenses, and reimbursements
- Coordinate with other regulatory entities including initiating and attending regular coordination meetings
- Inspect and keep record of past permitted best management practices such as vegetated buffers and stormwater management facilities.

Monitoring and Data Acquisition

- Survey District lakes and ponds using cIBioBase technology, produce maps and reports with data
- Coordinate with local MS4 (Municipal Separate Storm Sewer System) permitted municipalities to address stormwater issues
- Maintain cohesive and up to date database, including QA/QC of data
- Coordinate the preparation of an annual monitoring plan to be completed and submitted for approval; collaborate with other stakeholders (e.g. consultants, WCD, lab, etc) in the creation of plan and budget; implement plan
- Assist with District’s AIS Prevention and Management Program as needed

**Information / Education / Public Outreach**
- Participate in educational activities as assigned, e.g. local public events and festivals, workshops, cost-share program
- Help recruit volunteers; coordinate training and distribute tools for data collection
- 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 with and/or aptitude to learn monitoring and sampling equipment, procedures, software and data management
- 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
- 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
## Job Description – Seasonal Technician

**Comfort Lake-Forest Lake Watershed District**

<table>
<thead>
<tr>
<th><strong>Position Title</strong></th>
<th>Seasonal Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position Objective</strong></td>
<td>As a member of a small, collaborative team, this position primarily focuses on field work associated with two programs in the Watershed Management Plan – Permitting and Watercraft Inspections. The position adds value by assisting other District staff with program and project implementation, as well as educating local stakeholders about water resource issues such as erosion/sediment control and aquatic invasive species.</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Exempt, Fulltime from April to October, 2018</td>
</tr>
<tr>
<td><strong>Accountable to</strong></td>
<td>District Administrator</td>
</tr>
</tbody>
</table>

**Duties and Responsibilities:**

- Conduct erosion and sediment control inspections on behalf of the District
- Review permit application materials
- Meet with contractors at permitted construction sites
- Conduct watercraft inspections
- Provide support for the District’s education and outreach, aquatic invasive species, and cost-share programs
- Additional administrative and/or field duties may be assigned at the discretion of the District Administrator

**Minimum Requirements:**

- Associate’s Degree (Bachelor’s Degree preferred) earned in natural sciences, environmental science, geography, engineering, water resources, or related field preferred
- Strong interpersonal and organizational skills
- Ability to write and interpret technical reports
- Proficiency in written communication and working knowledge of computer software including the Microsoft Office suite
Job Description – Watershed Technician

Comfort Lake-Forest Lake Watershed District

Position Title: Watershed Technician

Position Objective: As a member of a small, collaborative team, this position provides project management and technical assistance in water resource protection as it relates to implementation of the goals, policies, programs, and rules identified in the Watershed Management Plan (WMP) of the District. The position adds value by leading planning and trend analysis with respect to the District’s 10-year Watershed Management Plan including progress metrics, grants, capital improvement project management, and general finances.

Status: Exempt, Fulltime

Accountable to: District Administrator

Key Responsibilities and Duties

Measurement of Progress
- Ongoing measurement of progress with regard to progress evaluation metrics outlined in Watershed Management Plan
- Track progress on pollutant reduction goals for District waterbodies and other water resources
- Compile annual progress report and present to Board of Managers and share with partner agencies
- In conjunction with the Board of Managers, assist with the development of progress evaluation metrics

Technical Resource Sharing and Interagency Communication
- Coordinate with partner agencies in the development and implementation of the Lower St. Croix River Basin One Watershed One Plan
- Lead process for CLFLWD Watershed Management Plan major amendment. This will include drafting, consultant coordination and review, interagency review process and other BWSR requirements, and presenting materials to Board of Managers
- Provide planning assistance to other watershed districts as requested, including the Watershed Management Plan update for Carnelian-Marine-St. Croix Watershed District.
- Identify opportunities and initiate increased coordination with other organizations such as local, state, and federal agencies; non-profits; and foundations.
Grant Research and Preparation

- Research new grant program and other revenue opportunities
- Prepare and submit proposals which would entail applying a working knowledge of program specifics as well as coordination with consultants and grantor staff
- Maintain financial tracking and ensure reporting is submitted in a timely manner

Project Management

- Manage projects initiated by the Board, including drafting and sending out request for proposals, managing budgets and consultants, reporting for grants as appropriate, and presenting updates to the Board of Managers
- Provide assistance in the areas of research, monitoring, demonstration activities, new statutory requirements, etc.
- Apply a working knowledge of non-point source pollution BMPs, limnology, water chemistry, field equipment set up, statistical analysis, computer data management and other fields of study related to water resources management
- Identify opportunities and lead coordination of Land Acquisition and Management projects

Board and General Administration

- Assist in preparations for CLFLWD board meetings; participate in meetings as assigned
- Participate in partner organization meetings as assigned; report back to CLFLWD board and staff
- Review meeting recordings and write meeting minutes
- Play a key role in annual budgeting process including ongoing file management, solicitation of quotes for services, preparation of informational materials, and assistance with public outreach as needed
- Provide general oversight and assistance with regard to monthly financials, with an overall view toward long-term trends
- Manage contracts for professional services

Information / Education / Public Outreach

- Lead preparation of Annual Report as required by Board of Water and Soil Resources
- Assist with educational activities as necessary
- Edit/contribute to District website, GIS database and story map as needed
- 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

Permitting

- Provide permitting program and assistance as necessary (e.g. review of permit application materials and field inspection reports)
- Maintain program oversight for the purpose of tracking progress metrics (e.g. reviewing inspection reports to determine compliance ratio, as described in WMP)
Qualifications and Experience

Position Specific

- BA/BS in environmental or natural sciences, environmental planning, or related field, and three years related experience
- Knowledge of watersheds, stormwater management, natural resource management, local government operations and regulations
- Experience with and/or aptitude to learn monitoring and sampling equipment, procedures, software and data management
- 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 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 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
Job Description – Watershed Assistant

Comfort Lake Forest Lake Watershed District

Position Title: Watershed Assistant

Position Objective: As a member of a small, collaborative team, this position provides project management and technical assistance in water resource protection as it relates to implementation of the goals, policies, programs, and rules identified in the Watershed Management Plan (WMP) of the District. This position adds value through providing general administrative, IT and technical support and coordinating day-to-day office operations.

Status: Exempt, Fulltime

Accountable to: District Administrator

Key Responsibilities and Duties

General District Support

Provide administrative, IT and technical assistance to ensure that District matters are handled efficiently and effectively.

- Organize and maintain district files including electronic file structure maintenance and archiving of hard copy files
- Assist with maintaining District-wide management tracking tools including updates to Capital Improvement Plans, annual work plans, and project management efforts
- Accumulate invoices (claims) throughout the month and code to various accounts; coordinate with accountant and Treasurer to get checks out on time
- Create and track various expenditure reports to support management decisions
- Prepare correspondence, reports and PowerPoint presentations
- Assist with annual budget processes
- Schedule ad hoc as well as regular board workshops, special and regular meetings and manage logistics of notifying attendees of date, time and location
- Interact with local newspaper and utilize social media to place legal notices, professional services ads, etc.
- Manage office functions including basic IT support, ordering office and field supplies as needed, coordinating office space maintenance activities, and assisting with office space improvements
- Assist with annual audit and drafting of annual report

Information / Education / Public Outreach

- Work with other District staff members to implement the District’s communication plan
- Develop and distribute outreach materials for new projects and programs
- Update and improve existing educational material for improved legibility and visual appeal
- Regularly update social media pages with appropriate material so as to increase the online presence of the District and engage local stakeholders
- Form online connections with other LGUs sharing relevant content and updating staff as appropriate
- Plan and participate in education 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

**Grant Research and Preparation**

- Support grant finance tracking and regular reporting
- Work with consultants and staff to draft grant applications and proposals
- Research new grant opportunities that align with District goals and activities

**Monitoring and Data Acquisition**

- Assist with District’s invasive species monitoring and treatment program, including data management and communicating results to stakeholders
- Support operations and maintenance for District facilities including inspection coordination, data and schedule management
- Assist with report writing, organizing of existing electronic documents and reports as well as providing support with transferring existing paper copies into electronic files
- Assist with coordinating programs, plans and reports with local, county and state agencies

**Board Meetings**

- Work with staff to draft and organize meeting materials; ensure the delivery of materials to managers, consultants, and staff as appropriate.
- Set-up and attend all CLFLWD board meetings; actively participating as assigned
- Attend partner organization meetings as assigned; report back to CLFLWD board and staff
- Assist with drafting meeting minutes and other related administrative documents
- Compile invoices, update monthly accounts payable spreadsheet and tracking other financial elements of District activities

---

**Qualifications and Experience**

**Position Specific**

- BA/BS in environmental, natural sciences, or related field, or equivalent combination of education and experience related to job
- Knowledge of watersheds, storm water management, natural resource management, local government operations and regulations
Experience with and/or aptitude to learn monitoring and sampling equipment, procedures, software and data management
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
Advanced knowledge or experience with MS Office, project management tools, financial management tracking tools, and database management
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

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
Able to work on some evenings and weekends