

# District Administrator Position Announcement

## Position Overview

The **Okabena-Ocheda Watershed District** (OOWD) is a local government unit formed in 1960 to address flood control, drainage, pollution, and groundwater supply issues within its 71-square-mile boundary, which encompasses agricultural lands, urban areas, lakes, streams, wetlands, and wildlife habitats. Governed by a five-member Board of Managers, the District implements the Missouri River Watershed Comprehensive Watershed Management Plan and administers programs to protect and improve surface water and groundwater quality. We seek a dynamic **District Administrator** to lead daily operations, oversee watershed projects, manage District owned property, manage finances and grants, and engage with stakeholders including the City of Worthington, Nobles County and partner organizations.

This full-time position reports to the Board of Managers and is based in Worthington, Minnesota. The Administrator will manage and maintain District property and structures, guide consultants, implement the annual plan and budget, and ensure compliance with state laws, District rules, and grant requirements. Strong leadership, strategic vision, and a commitment to public service are essential.

## Key Responsibilities

- **Strategic Leadership & Planning** Lead the development and execution of the District's annual work plan and long-range strategies. Ensure alignment with the Missouri River Watershed Comprehensive Watershed Management Plan and local government priorities. Coordinate with partner agencies such as the Minnesota Board of Water and Soil Resources, DNR, Worthington and Nobles County for plan implementation.
- **Project & Program Management** Oversee watershed improvement projects, including water quality monitoring, carp control programs, shallow lake management plans, incentive programs and grant funded projects. Manage technical consultants, track project milestones, prepare grant applications, and maintain accurate progress reports for funding agencies.
- **Administration & Finance** Prepare and administer the District's budget, levy funds, and grant match requirements. Perform and supervise bookkeeping, payroll, and financial reporting. Develop long-term fiscal plans and provide monthly updates to the Board to ensure sustainable funding for District operations and projects.
- **Board & Stakeholder Engagement** Serve as primary liaison to the Board of Managers, scheduling meetings, preparing agendas, and drafting minutes. Facilitate public hearings and meetings to gather community input. Represent the District at regional and state meetings, fostering collaborative relationships with local municipalities, school districts, landowners, and civic groups.

- **Regulatory Compliance & Permitting** Review and process permit applications for erosion control, drainage projects, wetland activities, and shoreland alterations. Conduct inspections of permitted sites and enforce compliance with District rules and state NPDES requirements. Advise applicants on best management practices to protect surface and groundwater resources.
- **Property & Asset Management** Maintain and improve District-owned and managed lands, including Lake Bella Park, the Prairie View water quality project. Oversee dam maintenance and operations, vegetation management, trail upkeep, and invasive species control. Coordinate maintenance contracts, procure supplies, and ensure public safety at recreation sites.

## Qualifications

- **Education** Bachelor's degree in natural resource management, environmental science, agronomy, public administration, or a related field.
- **Experience** Minimum of three years of progressively responsible public sector or watershed management experience, including grant administration, budget oversight, and program coordination. Proven track record in managing and participating in multi-disciplinary teams and complex projects.
- **Knowledge & Skills** Familiarity with Minnesota Statutes Chapters 103D and 103E governing watershed districts. Expertise in water quality monitoring, conservation practices, and flood control. Strong communication, public speaking, and grant-writing abilities. Proficiency in Microsoft Office, bookkeeping and GIS applications.
- **Personal Attributes** Demonstrated leadership, ethical professionalism, and the ability to work independently. Excellent organizational skills with attention to detail and the capacity to prioritize multiple tasks under deadline pressure. Valid Minnesota driver's license and willingness to travel within the District for site visits and meetings.

## Application Instructions

To apply, please submit the following materials in PDF format by 4:00 PM CST on Friday, August 29, 2025:

1. Cover letter describing your interest and relevant experience.
2. A completed job application form. [http://www.okabenaachedawd.org/oowd\\_application.docx](http://www.okabenaachedawd.org/oowd_application.docx) or [http://www.okabenaachedawd.org/oowd\\_application.pdf](http://www.okabenaachedawd.org/oowd_application.pdf)
3. Résumé detailing education, employment history, and professional achievements.

Send applications via email to **okabenaacheda@gmail.com** with the subject line "District Administrator Application." For questions or to request reasonable accommodations, contact Dan Livdahl, at (507) 372-8228 or by email at [dan.livdahl@okabenaachedawd.org](mailto:dan.livdahl@okabenaachedawd.org).

The Okabena-Ocheda Watershed District is an Equal Opportunity Employer and values diversity in the workplace. We encourage qualified candidates of all backgrounds to apply.