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mwmo.org

**MISSISSIPPI
WATERSHED
MANAGEMENT
ORGANIZATION**

POSITION DESCRIPTION

Job Class

Program Specialist (II or III dependent on qualifications)

Position Title

Planner-Project Manager

Reports to

Projects and Outreach Director

Classification

Non-Exempt

Date

July 2024

Primary Objective

The Planner-Project Manager collaborates with member communities, partners, consultants, and staff to integrate and execute the MWMO Watershed Management Plan and capital implementation strategies, consistent with the MWMO Watershed Management Plan. This will include involvement throughout the entire continuum of stormwater and ecosystem improvement projects, including watershed planning and prioritization, feasibility studies, design, construction, and maintenance.

Major Areas of Accountability/Essential Job Functions

- Create and manage partnerships with public and private partners, stakeholders, and constituents based on MWMO prioritized initiatives.

MWMO POSITION DESCRIPTION

- Develop, coordinate, and administer contracts and budgets with project partners, consultants, and contractors for capital project design and implementation
- Develop, coordinate, and administer scopes, contracts, and budgets for planning and feasibility studies
- Technical review of construction plan sets, including engineering drawings and habitat planting plans
- Participate as a member of staff teams across all areas of the organization. Model team behavior, i.e.: work cooperatively and collaboratively; contribute ideas; provide and receive feedback in a constructive manner; deliver work products on time and on budget; and support others' work products.
- Ensure project coordination and communications internally with MWMO staff.
- Develop and manage datasets and maps within ArcGIS (geographic information systems) to support planning and implementation activities.
- Review of local surface water management plans and land use plans by other agencies and municipalities identified in the MWMO Watershed Management Plan and Minnesota Statutes and Rules.
- Monitor local, state, or federal grant opportunities and work to secure and manage multi-partner funding opportunities
- Participate with staff and consultant teams to maintain or modify (minor amendments) to the MWMO Watershed Management Plan
- Ensure individual area of expertise and related skills are developed, maintained, and demonstrated through approved continuing education, special assignments, research, and self-directed study.
- Develop annual position-specific work plan in consultation with the supervisor and Executive Director to ensure understanding and agreement on position responsibilities and expectations. Contribute to other annual work planning processes that impact the organization as a whole.
- Perform miscellaneous office duties such as answering telephones, providing office support, etc., as required. Keep office space in a clean and publicly presentable condition.
- Perform projects and other responsibilities as assigned.

MWMO POSITION DESCRIPTION

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.
- Conduct portions of training for new employees to ensure established procedures are clearly understood and followed.

Knowledge, Skills and Abilities

Experience

Minimum of five (5) years of related experience in areas such as: watershed, natural resources, or urban planning; water resources engineering or science; and/or landscape architecture, with an understanding of the design and construction of stormwater management and practices, water quality, partner coordination, project/budget management, contractor coordination, field inspection, and using ArcGIS to assess land use, land cover, and environment conditions.

Education

Bachelor's Degree in natural resources/urban planning and management, landscape architecture, civil engineering, water resource management, watershed science, or similar. Alternatively, the following will be considered: degree in architecture, construction management, public administration, business administration, or a related field, accompanied by coursework or experience with an ecological or environmental focus.

Additional Desirable Skills

- Knowledge of funding approaches and processes for public/private capital improvement projects.
- Knowledge of governmental (federal, state, regional, and local) grant processes, management, and grant writing.
- Public-sector project management experience in facilitating work teams and coordinating and overseeing contractors.
- Ability to analyze technical reports.
- Experience using or reviewing common urban stormwater hydrology and water quality models, including SWMM, P8, WinSLAMM, HydroCAD, and/or the MIDS calculator
- Excellent oral, written, and interpersonal communication skills

MWMO POSITION DESCRIPTION

- Ability to work effectively with considerable independence, yet also within a highly collaborative environment
- Ability to coordinate highly effective partnerships.
- Highly organized, detail-oriented, and able to meet deadlines.
- High interest and initiative to advance the mission of the organization in creative, meaningful and tangible ways.

Licenses

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

Employee's Signature

Date

Supervisor's Signature

Date