

DEFINITION

Under general direction of the Land & Water Resources Department, Administration Division, this position provides watershed program and policy development, implementation and reporting. The position supports all divisions within the Land & Water Resources Department to ensure consistent water-based goals and messaging. The position also serves as staff support to the Lakes & Watershed Commission.

EXAMPLES OF DUTIES

Research, develop and implement watershed plans and programs that address the quality and quantity of surface and groundwater and related biological issues. Examples of plans that the position will be responsible or partly responsible for include Yahara Capital Lakes Environmental Assessment and Needs, Land & Water Resource Management Plan, aquatic plant management plans, watershed management actions plans, and adaptive management plans.

Research, develop and implement water-based policies and regulations, including stormwater, erosion control, aquatic invasive species, and pollutant reduction. Lead internal and public vetting of policy and regulatory options.

Track and report on department and plan accomplishments.

Provide staff support to the Lakes & Watershed commission and other committees as assigned. Attend meetings, draft agendas and take minutes.

Apply for state and federal grants to support projects and oversee grant administration and documentation.

Assist with field work, including data collection, monitoring and project documentation.

Serve as a primary team member on the development and presentation of public information and education materials as well as strategic engagement on issues.

EDUCATION & EXPERIENCE

A bachelor's degree (master's preferred) in water resources management, soils, agronomy, forestry, engineering, water or environmental policy, natural resource conservation or other relevant field. Five years' experience in the professional application of water-based program and policy implementation.

KNOWLEDGE, SKILLS & ABILITIES

Project management experience with direct experience initiating and managing projects with minimal supervision. Understanding of the Rock River Total Maximum Daily Load (TMDL) and Wisconsin Phosphorus Rules. Applied knowledge of soil and water conservation practices, watershed and lake management, aquatic plant management, erosion control and stormwater management practices for both urban and agricultural conservation purposes. Extensive experience with the Microsoft Office Suite (I.e., MS-Word, MS-Excel, MS-Access, MS-PowerPoint) is required. Experience with GIS ArcMap is preferred.

SPECIAL REQUIREMENTS

Possession or eligibility for a Wisconsin driver's license and access to personal transportation. Ability to carry field equipment, variety of audio visual equipment; ability to see and hear within normal ranges with or without adaptive devices; ability to stand, sit, stoop, bend and walk; ability to use finger, wrist, and arm motion. Requires the ability to traverse construction sites, difficult terrain and water hazard areas. This position also requires varied hours including nights and weekends for meetings and completing assigned work responsibilities.