

# WATERSHED MANAGEMENT PROGRAM COORDINATOR

## DEFINITION

Under general direction of the County Executive, help Dane County carry out an aggressive watershed protection role by effectively informing the public, by coordinating and integrating all water resource related County programs and by obtaining public and private funding to support this work.

## EXAMPLES OF DUTIES

Advise the County Executive on watershed protection issues. Provide staff to the Dane County Lakes and Watershed Commission and its subcommittees. Supervise a public information officer for priority watershed projects. Oversee implementation of Water Resource Implementation Plan required by Wisconsin Act 324 and Dane County Ordinance 15.265. Solicit and manage contracts for lake planning projects and major information and education campaigns. Oversee multi-department Lakes and Watershed budget and prepare annual Lakes and Watershed budget for public hearing and presentation to the County Executive. Develop policy and program alternatives for the County Executive's and Lakes and Watershed Commission's consideration. Prepare press releases, schedule press conferences, and participate in radio and television interviews on water resource issues. Supervise and direct County Executive and Lakes and Watershed Commission sponsored events including volunteer shoreline clean-up, lakes week event, and a newsletter. Apply for state and federal grants to support research projects and oversee grant programs. Lead interdepartmental Lakes and Watershed staff meetings to pursue integrated solutions to county water resource problems. Represent Dane County in the state environmental legislative process and track water resource related legislation. Solicit and supervise volunteers. Provide support to local groups and individuals whose actions or objectives are consistent with those of the Lakes and Watershed Division.

## EMPLOYMENT STANDARDS

Education and Experience: Requires any combination of training and experience equivalent to a bachelor's degree in civil engineering, water resource management, public administration or related field from an accredited college or university, and three years of relevant professional experience.

Preferred Knowledge and Abilities: Knowledge of the principles and practices of water resource management, public or business administration, or limnology, and watershed management. Ability to conduct public involvement programs including the recruitment and supervision of volunteers.

Required Knowledge and Abilities: Ability to communicate effectively; ability to coordinate complex programs among many individual public and private agencies; ability to work effectively with the public; ability to collect and analyze information, evaluate program effectiveness, and prepare comprehensive reports.