

Department of Natural Resources

Division of External Services

Position Description: Nonpoint Source Program Coordinator

Water Resources Management Specialist – Advanced

Position Summary: The purpose of this position is to serve as the statewide policy expert for the Nonpoint Source (NPS) Program and to coordinate program outreach activities. This position is responsible for leading the development of the Nonpoint Source Program Management Plan with US EPA and coordinating statewide implementation of the plan with DNR staff, managers, and program partners. This person will function as the department's coordinator for the federal, Section 319 Nonpoint Source Program grant, developing annual work plans, reporting on pollution abatement activities, managing subcontracts, and serving as the state liaison to US EPA. This position is responsible for coordinating program outreach activities. Other major duties include coordinating Nonpoint contract funds and developing program policy and trainings to support consistent statewide NPS implementation and to address program needs based on evaluation efforts. The position also provides administrative and program support to staff in the Agricultural Runoff and Storm Water Sections of the Watershed Management Bureau.

Geographic Scope and Travel Requirements: This position is located either in Madison or a DNR regional office – e.g. Milwaukee, Fitchburg, Green Bay, Eau Claire. Occasional in-state travel for training or meetings may be required. Out-of-state travel for training or conferences may occur with approval on a case-by-case basis.

Scope of Authority: This position works under general supervision and reports to the Agricultural Runoff Section Manager, Bureau of Watershed Management.

Goals and Activities:

- 45% A. **SERVE AS THE STATEWIDE EXPERT AND LEAD WORKER ON THE SECTION 319 NONPOINT SOURCE PROGRAM GRANT**
- A.1 Develop, compile, submit and update the statewide Nonpoint Source Program Management Plan in accordance with Section 319 grant guidelines.
 - A.2 Create, compile, and submit timely reports on the state's nonpoint source pollution abatement activities funded through the Section 319 grant to EPA and Department administration.
 - A.3 Compile and analyze statewide data concerning federal, state, and local government nonpoint source pollution abatement activities.
 - A.4 Research, compile, and submit the annual Section 319 workplan to EPA on a timely basis.
 - A.5 Report data to EPA using the federal Grant Reporting and Tracking System (GRTS).
 - A.6 Serve as the state liaison to EPA on Section 319 issues. Report EPA concerns, decisions, impending grant changes, and other issues to Department management regarding the Section 319 grant.
 - A.7 Manage statewide subcontracts for federal, state, and local agencies that

provide services to the Department, including reviewing proposals, developing contract workplans, and monitoring contract accomplishment reports.

A.8 Serve as the Department's representative on Section 319 issues for both internal and external audiences.

20% B. DEVELOP POLICY FOR PROGRAM IMPLEMENTATION

B.1 Develop guidance for use by program stakeholders and DNR staff and managers to ensure consistent program implementation.

B.2 Develop training programs for DNR staff and managers, counties, and other program stakeholders to improve capacity to manage projects including administrative management and technical knowledge of best management practices.

B.3 Draft the annual NPS accomplishment report in collaboration with DATCP.

B.4 Participate in nonpoint source-related work groups as assigned, such as the WLWCA Professional Improvement Committee.

B.5 Serve as a technical expert and lead in the development of statewide or targeted agricultural performance standards.

B.6 Provide recommendations for continuous improvement of program implementation and adaptation to new priorities. Serve on teams to develop and implement new policies based on program evaluation efforts.

20% C. COORDINATE STATEWIDE PROGRAM OUTREACH

C.1 Provide outreach advice on a variety of Nonpoint Source Program policy issues.

C.2 Consult with program staff and managers to analyze outreach needs and identify potential new communications content to support program goals and objectives. Provide specific recommendations to the Watershed Management Tea.

C.3 Lead efforts to accomplish high-level strategic actions for communications and outreach as laid out in the Watershed Management Program Strategic Plan.

C.4 Serve as project manager for grant contracts or subcontracts with a focus on outreach assistance to the NPS Program.

10% D. SERVE AS THE STATEWIDE EXPERT AND LEAD WORKER ON THE NONPOINT SOURCE CONTRACT FUNDS

D.1 Coordinate development of allocation plan for nonpoint source contract funds (appropriation 958) with applicable DNR staff and managers and program partners for eligible activities that support core Nonpoint Source Program goals.

D.2 Serve as project manager for certain contracts, as assigned.

D.3 Track nonpoint source contract implementation and funding expenditures with DNR project managers and fiscal specialists to ensure funds are fully spent within the biennium appropriated.

- 5% E. **OTHER DUTIES**
- E.1 Serve on section, bureau, division, and department teams and work groups as necessary.
 - E.2 Review and keep abreast of changes in knowledge and practices of position related activities and responsibilities.
 - E.3 Perform other position-related duties as assigned.
 - E.4 Provide management support to the section manager, bureau director, division administrator, finance, and legal services.

Knowledge, Skills, and Abilities:

1. Excellent verbal and written communication skills.
2. Excellent meeting facilitation skills and knowledge of public participation techniques.
3. Demonstrated ability to think creatively and “outside the box” in an effective manner that has garnered positive results.
4. Knowledge of state government operations, the legislative process, and administrative rule-making process.
5. Analytical skills pertinent to policy development, program administration, and operational procedures.
6. Ability to interpret and apply relevant rules and regulations, such as NR 120, 151, 153, 154, 155, and 243.
7. Knowledge of principles of nonpoint pollution, water chemistry and biology, watershed management, hydrology, aquatic habitat, and wastewater treatment.
8. Ability to work effectively and professionally with external customers and DNR staff; and provide advice and responses in an effective and timely manner.
9. Ability to analyze complex, controversial issues and creatively solve problems.
10. Demonstrated ability to work independently, prioritize workload, work with short deadlines, and lead teams to resolve specific issues.

Physical Requirements and Environmental Factors:

Physical Requirements

This position does office work and does not have rigorous physical requirements. This work includes sedentary work (exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently) about 95% of the time during the year and light work (exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently) about 5% of the time during the year.

Environmental Factors

This is an office position with very infrequent (perhaps 1-4 times per year) extended outside work activity which should be optional for the employee. As such, contact with and/or exposure to adverse weather conditions (extreme cold or heat), adverse field conditions (underbrush, emersion in water, etc.) medium or heavy equipment, and moderate or extreme hazards should be minimal.

Telework Evaluation:

This position is subject to the Department policy, which currently offers up to 60% telework.