

Lake and River Program Coordinator - Position Description

Natural Resources Program Coordinator

Position Summary: The Lake and River Program Coordinator is responsible for leading work groups in the administration, formulation and implementation of Lake and River Program policies, rules, and guidance for the Water Quality Bureau. The position serves as the Department's statewide lead on the Wisconsin Lake and River Partnership, and as a spokesperson for the Lake and River Program in a wide variety of state, national and international venues. The Lake and River Program Coordinator is also responsible for leading the development, management, and evaluation of statewide policies, protocols and guidance for WI's Surface Water Grant program based upon sound ecological principles, stakeholder priorities, and legislative needs.

The position reports directly to the Lakes and Rivers Section Manager in the Bureau of Water Quality, and works to formulate, determine, and implement Lake and River Program work planning, project management and reporting, staff training and development, and program reviews. The position will represent the Water Resources program on cross-program teams to develop and evaluate strategies, policies, procedures and guidance relating to lake and river management. The position requires a highly independent individual with extensive experience in areas of water resources, policy, team management, communications, and legal procedures.

Goals and Worker Activities

35% A. Lead the development, management, and evaluation of statewide policies, protocols and guidance for the Lake and River Program based upon sound ecological principles, stakeholder priorities, and legislative needs.

A.1. Lead efforts to develop and implement Lake and River Program policy and guidance. Engage in group discussions and decision making with regional water quality biologists to make policy recommendations for incorporation into program procedures, guidance, and administrative code.

A.2. Develop and implement policies, protocols, and guidance for WI's Surface Water Grant Program. Work collaboratively with Bureau of Finance's Community Grants Section to aid eligible project sponsors, organize statewide review teams, prepare priority lists for funding various projects, and make final funding recommendations to commit Surface Water grant resources to eligible applications.

A.3. Evaluate and report on the results and effectiveness of Surface Water grant awards statewide in meeting ecosystem management needs, legislative intentions as well as the public's needs. Solicit input from internal and external stakeholders and recommended modifications for program improvement.

A.4. Work with other state and federal water resource program managers to promote sound science decision-making, consistency, good communication and most effective use of funding sources among various financial aid programs for local lake and river management.

20% B. Serve as the Department's statewide lead on the Wisconsin Lake and River Partnership. The Partnership includes Department staff throughout the State as well as staff representing nonprofit agencies such as Wisconsin Lakes, Wisconsin Wetland Association and the River Alliance, the UW-Extension, County Land and Water Departments, and other state, regional and local water interests.

B.1. Draft strategic plans for Partnership direction and lead formal meetings, work groups and conference calls of the Partnership to assure close communications and coordination of joint projects, activities, and events related to lakes, rivers, and wetlands.

B.2. Develop charges, memberships, and decision-making agreements to provide structure and organization for Partnership functioning. Work to broaden participation beyond lakes interest to include river, wetland, and other water resources interests.

B.3. Serve as Department's lead for hosting the annual WI Lake and Rivers Partnership Convention and participate in associated regional water conferences, workshops and other statewide training and educational programs and events for lakes and rivers.

B.4. Coordinate and manage communications for the Partnership as needed including providing Department-based content for Lake Tides and other newsletters, press releases, Secretary letters and other correspondence.

B.5. Serve as the Department's director of WI's Lake Leaders Institute designed to recruit, select and train people in our lake communities to champion effective collaboration with the goal of protecting and managing our lakes.

B.6. Serve as spokesperson for the WI Lake and River section, attending state, national and international events and symposia on lake and river ecosystem and watershed management to contribute to state and federal policies that influence lake and river management in WI.

15% C. Assist the Lakes & Rivers Section Manager in the administration and implementation of statewide Lake and River Management including: department biennial work planning and budget preparation and tracking, project by project program District reviews, contract preparation, evaluation and reporting, and new employee and staff training and development.

C.1. Develop and manage state and federal program and project funding allotments statewide and make semi-annual budget adjustments to achieve Lake and River priorities and Bureau needs.

C.2. Prepare, oversee and amend contracts for lake and river organizational, educational and technical assistance and prepare MOUs for effective administration.

C.3. Develop statewide lake and river management guidance and conduct project by project program reviews of each District's approved lake and river program work plans, provide science-based assessment and performance evaluation with recommendations to Bureau, Districts and Water Division.

C.4. Serve as the Section's liaison to the State's Nonpoint Source Pollution Control Program, including preparation of the Lake and River Section's component of the State's Nonpoint Source Management Plan and annual work plans.

C.5. Prepare progress and accomplishment reports for the Division and Department as requested.

C.6. Participate in the hiring and training of new employees in the Lake and River Section's work and lake and river ecosystem management and facilitate on-going professional development of the Department's Lake and River Program and staff.

15% D. Statewide implementation of Lake and River Management statutory language, policies, rules and program guidance based on sound limnological (lake and stream ecology) principles and public input.

D.1. Identify, develop, track and defend Biennial Budget Initiatives, policy issues, proposed statutory language and fiscal notes for inclusion in the DNR's budget and legislative packages.

D.2. Develop and change Lake and River Program Administrative Codes (rules) based upon sound ecological principles and public advisory group input, follow department procedures and present recommendation to Natural Resources Board for approval.

D.3. Hold public informational meetings and hearings and prepare and present informational materials and guidance documents to facilitate public understanding of Lake and River Management rules and procedures and lake ecology.

D.4. Provide technical and expert testimony on Lake and River Management laws and rules in contested cases and at other legal hearings and proceedings.

D.5. Provide technical consultant and training to staff, private consultants and management organizations involved in lake and river assessment, planning, protection and restoration activities.

10% E. Leadership and direction to the Department, the Environmental Management Division and the Water Quality Bureau on issues concerning lake and river ecosystem, watershed and natural resources management.

E.1. Participate on Water Quality Bureau teams and committees to formulate, determine and implement Bureau policy for surface water assessments, surface water and watershed protection and management and TMDL implementation.

E.2. Take on ad-hoc leadership roles within the Environmental Management Division to give direction to new programs, to direct evolving high priority projects, and to fill crucial human resource and program needs.

E.3. Represent the Water Resources program on cross-program teams to develop strategies, policies, procedures and guidance relating to lake, river, and watershed management.

E.4. Advise Water Resources PMT and Water Quality Board of any programmatic changes or issues of concern.

5% F. Manage work plans and reporting for US EPA federal contracts and agreements.

F.1. Formulate Lake and River Section work plan agreements for the State's Environmental Partnership Program Agreement with the US EPA, develop applications to secure federal funding for state Lake and River Management Program needs and assure program consistency with state and federal laws and guidelines.

F.2. Prepare progress and accomplishment reports for US EPA to meet federal s. 319 water quality grant requirements and conditions for funding.

F.3. Coordinate the preparation and distribution of water quality program performance measures that summarize progress towards meeting federal Clean Water Act goals and objectives.

Knowledge, Skills and Abilities

1. Knowledge of the ecology of Wisconsin lakes, rivers and aquatic systems.
2. Knowledge of the principals of biological limnology, landscape ecology, and ecosystem ecology.
3. Knowledge of state legislative, rule-making and budgeting processes.
4. Knowledge of the basic principles of project planning and management and grant management.
5. Skilled in team leadership and meeting facilitation and demonstrated ability to work in teams and partnerships.
6. Skilled in writing and preparing policy and procedural documents, scientific and administrative reports, computer system documentation, and educational materials.
7. Skilled in oral and written communication of scientific, training, and lay audience presentations.
8. Skilled in IBM-PC type operation and commonly used word-processing, graphics, and database software.
9. Ability to work with people to educate, understand, communicate and motivate.
10. Ability to interpret technical and scientific information and communicate to and train professional and lay audiences.

Location, Positions Geographic Scope & Travel Requirements: This position may be headquartered in and DNR office in WI, depending on business needs and location of the selected candidate. This position has statewide responsibility. Some travel is required, including occasional overnight stays.

Scope of Authority: This position works under general supervision and reports to the Lakes and Rivers Section Manager in the Bureau of Water Quality.

Remote Work: This position is suited for limited remote work and will follow current department policy.