

**DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION**

June 15, 2026

Working Title: Lake Superior Program Coordinator – Office of Great Waters Water
Classification: Resources Management Specialist - Advanced
Work Location: Superior or Ashland Office

Position Summary:

Under general supervision, this position serves in the Office of Great Waters (OGW) as the Lake Superior Program Coordinator and on the binational Lake Superior Partnership Work Group collaborating to achieve the Lake Superior Lakewide Action and Management Plan objectives to address ecosystem threats and stressors. This position is responsible for coordination with other DNR programs to develop, promote, and implement the Lake Superior Program elements to address water quality, reduce toxicant effects on fish and wildlife, protect and restore habitat, species, ecosystem integrity and watershed and coastal resilience of the Lake Superior Basin and communities. This position will work closely with the Lake Superior Team and partners to identify priorities across Wisconsin's Lake Superior Basin, aligned with the Lake Superior Lakewide Action and Management Plan (LAMP) and Great Lakes Restoration Initiative (GLRI) Focus Areas. This position is responsible for identifying and implementing restoration, and protection projects in Lake Superior Basin watersheds and aligning those projects with the priorities identified above and identified through regional partnerships including WI's Lake Superior Collaborative and the Lake Superior Headwaters Sustainability Partnership. In addition to implementing and managing projects, this position is responsible for leading community engagement and outreach efforts with partners, including tribal partners, to implement the activities outlined above. This position will perform other Great Lakes and Lake Superior activities as requested by the supervisor.

Location, Position's Geographic Scope and Travel Requirements:

This position is located in the Northern District, Superior or Ashland Office. This position covers the entire Lake Superior Basin under the jurisdiction of the State of Wisconsin. The incumbent is required to travel regularly throughout the Northern Region, as well as periodic travel across Wisconsin and the Great Lakes Region (US and Canada) to represent Wisconsin regarding Lake Superior issues.

Scope of Authority:

Under general supervision, this position reports to the Lake Superior Unit Manager and is stationed in the Superior or Ashland office. The position coordinates Lake Superior Program activities as a member of the Office of Great Waters and in partnership with various DNR Programs (e.g. Water Quality, Watershed, Fisheries, Forestry, NHC, Wildlife, EA, etc.) and numerous federal, provincial, tribal, state, academic, nongovernmental organizations and regional partnerships.

Time Position Goals & Tasks:

60% A. Lake Superior Lakewide Action and Project Implementation

- A1. Establish a DNR workplan for strategic implementation of Lake Superior LAMP priorities and projects (e.g. WDNR Lake Superior Action Plan).
- A2. Coordinate habitat restoration, watershed health, climate resilience and pollution prevention projects in the Lake Superior basin in collaboration with WDNR staff across

applicable program areas, stakeholders and Regional Partnerships (e.g. Lake Superior Collaborative).

- A3. Provide project oversight and management for GLRI-funded projects: develop project proposals and scopes of work in collaboration with OGW's Grant Coordinator; ensure project plans are developed in collaboration with OGW's Quality Assurance Coordinator; ensure contracted activities occur on schedule and to the specifications identified in the scope of work; review and approve invoices; and, ensure quarterly and final reports are completed and uploaded to the SWIMS database when required.
- A4. Coordinate LAMP activities; coordinate relevant AOC activities in collaboration with the appropriate AOC Coordinator.
- A5. Participate in the development and implementation of 9-key element watershed plans and potential TMDLs within the Lake Superior basin to ensure coordination and alignment of OGW priorities and project implementation with Runoff Management and Water Evaluation program priorities and projects.
- A6. Participate in and lead where appropriate, Lake Superior tributary and watershed health initiatives, resilience efforts and projects.
- A7. Report progress through EPA and WDNR reporting mechanisms and performance standards.
- A8. Coordinate and produce technical reports, publications, and presentations to facilitate cross-program and cross-basin knowledge transfer and exchange about LAMP activities.

35% B. Lake Superior Lakewide Action and Management Planning and Coordination

- B1. Coordinate, track and evaluate the State of Wisconsin's participation in the Lake Superior LAMP activities and contribute to Lake Superior LAMP updates.
- B2. Serve as primary OGW liaison with other DNR program field staff and Lake Superior partners.
- B3. Lead and participate in OGW Focus Area Teams in the development of Wisconsin priorities and project proposals to seek and secure funding from the Great Lakes Restoration Initiative (GLRI), serving as primary GLRI liaison for the Lake Superior Basin.
- B4. Coordinate with the Lake Superior Monitoring and Sediment Coordinator, other agency resource managers and partners regarding biological, physical, and chemical conditions in Wisconsin's portion of the Lake Superior Basin and associated threats, stressors and needs.
- B5. Coordinate with other Great Lakes States, Ontario, U.S., Canadian and Tribal government representatives to develop strategies and consistent approaches to reduce pollutants and their effects, and to protect habitat in the Lake Superior Basin.

- B6. Participate on the Lake Superior Partnership Work Group, co-chaired by USEPA GLNPO and Environment and Climate Change Canada (ECCC) and provide briefings to OGW management in preparation for Lake Superior Partnership Management Committee Briefings.
- B7. Coordinate with OGW's LAMP and AOC Policy Coordinator for participation in the GLWQA Annex 2 Subcommittee.
- B9. Serve on Lake Superior LAMP Committees and Regional Partnerships (e.g. WI Lake Superior Collaborative), as assigned, by attending monthly meetings, providing input on strategic and tactical decisions relating to grant submittals, priority setting, and reporting that reflect agency priorities and policy.
- B10. Share monitoring and assessment needs for Lake Superior with the OGW Lake Superior Water Quality and Sediment Monitoring Coordinator.
- B11. Draft issue/policy papers for management committees involved with Great Lakes issues.
- B12. Participate in efforts related to the US and Canada - Great Lakes Water Quality Agreement including the annexes listed therein.
- B13. Participate in Great Lakes policy initiatives and support coordination with OGW staff on these efforts. Attend and participate in OGW program meetings and conference calls aimed at improving program delivery.
- B14. Engage with communities and community representatives to advance LAMP and basin priorities and program objectives; participate in public outreach; work with the OGW Communication Specialist to develop educational/informational materials as they may be needed to support successful project planning and implementation and accomplish program goals including updates to the Lake Superior information on OGW's web page.
- B15. Provide Lake Superior Basin input and ensure alignment with the Wisconsin Office of Great Waters Strategic Plan Goals and the Great Lakes Regional Collaboration process.

5%

D. Teams, Partnerships, Professional Development & Other Duties

- D1. Support, develop and maintain positive relationships with Office of Great Waters Team, Lake Superior Team and DNR resource managers, regional partners, tribes, and stakeholders working collaboratively in the Lake Superior basin. Actively participate and contribute to assigned teams.
- D2. Participate in Lake Superior restoration, protection and resilience initiatives and partnerships assigned. Closely coordinate with Office of Great Waters Lake Superior Team and Central Office Team for grant project development, management, and implementation. Coordinate with other DNR program resource managers to

incorporate their expertise and input into specific projects integration to accomplish their program goals as well as Great Lakes goals.

- D3. Participate in monthly OGW staff meetings, contribute to organizational strategic planning initiatives as directed by the supervisor, and provide information for DNR reports and management briefings.
- D4. Prepare forms and reports as necessary for personnel and budget accounting purposes in a timely manner.
- D5. Review and keep abreast of changes in scientific knowledge of position-related activities and in technology and management practices for water pollution control, habitat restoration, and climate resilience, etc.
- D6. Participate in job-related training as approved by supervisor to enhance job skills and performance.
- D7. Conduct all activities in accordance with the Office of Great Waters, Water Quality Bureau and Department safety guidance.
- D8. Management of projects and other special assignments and duties as assigned by Lake Superior Supervisor.

Knowledge, Skills and Abilities

- 1. Skills in effective relationships and partnership building.
- 2. Ability to work cooperatively with teams/groups to accomplish a shared goal.
- 3. Skills in effectively planning and setting of work priorities and managing multiple workload responsibilities.
- 4. Ability to work well independently and is self-motivated to take action to meet critical organizational/program/unit goals.
- 5. Skilled in effective written and oral communication.
- 6. Skilled in complex problem solving in a variety of situations.
- 7. Expertise in Great Lakes Programs including Great Lakes Water Quality Agreement, Great Lakes Restoration Initiative, Lakewide Management Action Plans and Remedial Action Plans including requirements and state program implementation activities related to the Great Lakes.
- 8. Advanced knowledge of water resources science and management practices including, environmental monitoring methods for water quality and quantity, sediment contamination, and fish and wildlife populations and application for assessment to inform decision-making.
- 9. Advanced knowledge of human dimensions of natural resources including cultural dimensions of natural resources and methods and best practices for facilitation, collaborative processes, policy development, public engagement, and science communication.
- 10. Advanced knowledge of Department of Natural Resources policies, procedures, and management systems.
- 11. Expertise in Federal and State organizational structures related to Great Lakes regulation.
- 12. Skill in operating boats.

Physical & Environmental Factors:

The position has a physical requirement of lifting up to 25 pounds; there will be times when the incumbent participates in field activities related to project management and monitoring. This will

involve driving automobiles/trucks, trailering and driving boats, walking to remote sites, using handheld instruments, lifting, and carrying equipment, wading in streams, lakes and wetlands, conducting physical activities on site such as vegetation management or planting. Computer keyboarding will be common and frequent at all times of the year.

Depending on the time of year, activities occur inside and outside. The employee will be exposed to extreme cold (temperatures below 32 degrees for periods of an hour or more), extreme heat (temperatures above 100 degrees for periods of more than one hour), sun, wind, and rapidly changing weather conditions. There may be exposure to wavy or rough water conditions, winter work on ice-covered waters, and work with chemicals. The incumbent is required to follow all safety operating procedures (SOP's) to ensure work is conducted in a safe manner.

Special Requirements:

Must be able to meet and maintain DOA fleet standards for eligibility of operating a state-owned vehicle.

This position will also require employees to possess a Boating Safety Education Certificate (often referred to as "Wisconsin Boating License" or "Wisconsin Boater Education Card") as proof that you have successfully completed all state-mandated boater education requirements within the first 3 months of the job.

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