



POSITION DESCRIPTION

Revised 9-19-2020

TITLE

Lake Manager

COMPENSATION

Salary range: \$35,000 - \$60,000 commensurate with experience.

Benefits: Wisconsin Retirement System pension; health insurance; paid holidays; earned vacation and sick leave; access to work vehicle

PURPOSE AND SCOPE

The Lake Ripley Management District (District) is a local, special-purpose unit of government dedicated to improving and protecting the water quality, ecological health, and recreational values of Lake Ripley. The District currently has an opening for a full-time Lake Manager position. This position is based in Cambridge, Wisconsin, and will operate under the direction and supervision of the District's Board of Commissioners, reporting directly to the board chair. The Lake Manager is responsible for carrying out all programs and projects in which the District is involved.

RESPONSIBILITIES

- Implement and regularly update existing long-term plans associated with the management of Lake Ripley and its watershed.
- Secure and administer grants to support planned and ongoing initiatives.
- Train and supervise part-time weed harvesting operators and program assistant(s).
- Design and coordinate robust monitoring and evaluation programs related to water quality, aquatic vegetation, fisheries, invasive species, lake/land use, and shoreline health.
- Administer the District's landowner cost-share program by soliciting and reviewing project proposals, preparing contract agreements, applying for permits, developing RFPs, and overseeing the installation and tracking of watershed Best Management Practices.
- Regularly communicate with and engage area property owners and lake users by responding to questions and concerns, explaining lake-related rules and policies, and providing technical assistance with various projects.
- Implement a comprehensive community-outreach program involving all forms of communication media. This includes developing and disseminating printed and electronic newsletters, managing the District's website and Facebook page, organizing educational workshops, issuing press releases, and giving presentations at public meetings and hearings.

- Implement the long-term restoration and management plan for a 207-acre conservancy owned by the District.
- Recruit and coordinate volunteers to increase the District's capacity to fulfill its charge.
- Assist the Board Chair and Treasurer in developing and administering annual operating budgets.
- Cultivate and maintain close working relationships with local, state and federal partners (i.e., Town of Oakland, Jefferson County, Wisconsin DNR, U.S. Fish & Wildlife Service, DATCP, shoreline homeowner associations, local nonprofits and school groups, etc.)
- Speak at Lake District and shoreline association meetings.
- Track legislation and policies that might affect Lake Ripley, and occasionally lobby on behalf of the District.
- Perform all administrative duties related to running an office.

QUALIFICATIONS

Preference will be given to candidates with a Master's degree or equivalent work experience in the field of environmental science/engineering, limnology, watershed or natural resources management, aquatic ecology, agronomy, geoscience, biology, hydrology, or similar discipline. Desired candidates are those with at least 3-5 years of program-management experience who can plan and direct complex projects, juggle multiple demands, and work effectively with diverse groups. Must be highly motivated, self-directed, and have excellent analytical, organizational and communication skills. Candidates also should be proficient in working with common computer applications, such as MS Word, Excel, PowerPoint, Publisher and ArcView GIS.

EQUAL OPPORTUNITY EMPLOYER

The Lake Ripley Management District is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and District needs. We do not discriminate on the basis of gender, race, color, religion, marital status, age, national origin, physical or mental disability, medical condition, sexual orientation, veteran status or any other status protected under federal, state, or local law. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities.

APPLICATION PROCESS

Interested candidates should submit a cover letter, resume, and contact information for at least three references to chairman Jimmy DeGidio at ripley@oaklandtown.com. Please write "Lake Manager application" in the subject header.

Applications are due by October 16, 2020.