



Capitol Region Watershed District

595 Aldine Street

Saint Paul, MN 55104

(651) 644-8888 • capitolregionwd.org

CRWD JOB ANNOUNCEMENT Administration and Operations Manager

Posted On: October 7, 2026

Position Closes: October 30, 2026

Capitol Region Watershed District (District) seeks a full-time permanent Administration and Operations Manager to perform advanced-level duties assisting the Administrative Division. The Administration and Operations Manager will be responsible for financial administration, payroll, human resources, facilities management, records administration, organizational support services, and Board and CAC support. The Manager will implement the administration of the District's accounting and payroll software and will serve as the primary liaison with the software provider. They will coordinate the District's annual financial audit and provide financial documentation and records as requested. Additionally, they will work with the Administrator to develop and coordinate the annual employee benefits program and manage District insurance policies. They will oversee the operation, maintenance replacement planning, and procurement of District facilities, grounds, equipment, vehicles, and building systems. Lastly, they will administer the District's organizational policies and manage contracts with external partners. Additional duties will be required as needed.

The District is an equal opportunity employer that embraces and values diversity and seeks to recruit, promote, and retain employees that reflect the community we serve. All interested and qualified applicants are encouraged to apply. A minimum of 7 years professional experience with a BA or BS degree, or equivalent combination of work experience and education, is required. The salary ranges from \$72,506 to \$110,884. Interested applicants should email a combined cover letter, resume, and three references in one Adobe PDF document to careers@capitolregionwd.org. Please title the PDF with your full name and the position title (eg. JaneDoe_Administration and Operations Manager). Applications are due on October 30, 2026. For a full job description, visit our website at <https://www.capitolregionwd.org/about-crwd/careers/>.