



Capitol Region Watershed District

595 Aldine Street

Saint Paul, MN 55104

(651) 644-8888 • capitolregionwd.org

BOARD APPROVED: November 6, 2019
LAST UPDATE: October 6, 2026
GRADE: 4
JOB CLASSIFICATION: Administrative Assistant IV
POSITION TITLE: Administration and Operations Manager
REPORTS TO: Administrator

Capitol Region Watershed District embraces and values diversity and inclusion. CRWD seeks to recruit, promote, and retain employees that reflect the community we serve. We believe that diversity enriches the workplace and enhances the quality of our service. We are committed to a team that represents a variety of backgrounds, perspectives, and skills. Capitol Region Watershed District encourages anyone interested and qualified to apply for open positions.

PRIMARY OBJECTIVE:

Performs various advanced level administrative work in areas such as: payroll, accounts payable and receivable, human resources, office operations and management, Board, Community Advisory Committee (CAC) and staff support, project or program management, planning, or related work.

POSITION DESCRIPTION:

The Administration and Operations Manager performs advanced-level administrative and operational management work involving financial administration, payroll, human resources, facilities management, records administration, organizational support services, and Board and CAC support. The position serves as a key resource for District operations and helps ensure organizational effectiveness and compliance with applicable policies and regulations.

ESSENTIAL FUNCTIONS:

1. Oversee financial administration and reporting.

Manage the implementation and administration of the District's accounting and payroll software. Serve as the primary liaison with the software provider, coordinate system updates, and provide staff with training and technical support. Coordinate with the Administrative Assistant and District Accountant to ensure accurate and timely processing of accounts payable and accounts receivable. Review monthly, year-to-date, and year-end financial reports for accuracy and completeness. Generate financial reports, perform monthly bank reconciliations, investigate and resolve discrepancies, and ensure financial transactions and records are properly documented.

2. Coordinate the District's annual financial audit.

Coordinate the annual audit with external auditor and serve as the primary point of contact. Prepare and provide financial documentation and records as requested. Review annual financial report and address any recommendations identified in the report.

[Our mission is to protect, manage and improve the water resources of Capitol Region Watershed District.](#)

3. Provide human resources, benefits, and payroll administration support.

Work with the Administrator to develop and coordinate the annual employee benefits program. Administer employee benefits, including annual open enrollment and new employee enrollment, utilize electronic enrollment systems, respond to employee questions, and coordinate with benefit providers. Maintain accurate and confidential personnel files and HR documentation, and support the biweekly payroll process. Support recruitment and hiring processes. Manage the onboarding of new employees and the separation of employees. Ensure compliance with applicable federal, state, and local employment laws, policies, and benefit program requirements.

4. Manage District insurance policies.

Review and coordinate the renewal of District insurance policies such as workers' compensation and property/casualty policies. Serve as the primary liaison with insurance provider regarding coverage and claims.

5. Administer District's organizational policies

Implement and update as necessary the District's financial, records retention and data practices policies and procedures in accordance with federal, state and local laws. Coordinate records management activities, and assist staff with records retention and data practices requirements.

6. Manage the District's building, systems, and operations.

Oversee the operation, maintenance replacement planning, and procurement of District facilities, grounds, equipment, vehicles, and building systems. Coordinate with staff, contractors, and service providers to address maintenance and operational needs and ensure facilities and systems are safe, functional, reliable, and well-maintained.

7. Manage contracts and relationships with consultants and service providers.

Administer contracts with external partners including accounting, building management, human resources consultant, and other service providers. Coordinate procurement processes, contracts, agreements, and contract renewal amendments in accordance with District policies. Monitor provider performance and deliverables and serve as the primary liaison between providers and staff.

8. Develop, update and implement office and administrative procedures.

Develop and implement administrative procedures and internal processes. Evaluate existing practices, identify opportunities for improvement, and implement solutions. Support the implementation of District policies and assist with compliance requirements.

ADDITIONAL FUNCTIONS:

1. Assist the Administrator in preparing and tracking an annual budget for administrative operations.
2. Manage District electronic and paper records and the filing and information retrieval system.
3. Provide administrative support for the District's Board of Managers and Community Advisory Committee as needed.
4. Provide support to District safety and IT program coordinators.
5. Perform other duties as needed or required.

(The functions are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change.)

SALARY: The salary range is \$72,506 – \$110,884, plus comprehensive benefits, including 12 paid holidays, paid time off, employer-paid health, dental, retirement, and other insurance benefits, and limited remote work hours.

MINIMUM QUALIFICATIONS: Minimum of 7 years of professional experience with associates or college degree or equivalent combined with relevant work and education experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

General

- Excellent proficiency with Microsoft Office suite, accounting software, and other typical software applications.
- Perform varied and challenging detail-oriented work.
- Exceptional project management skills with the ability to set priorities, balance large volumes of diverse work, and implement work successfully.
- Proven ability to take direction, work independently with a minimum of supervision, and use good time management practices.
- Demonstrate strong problem-solving skills and resourcefulness.
- Experience developing and managing professional services, construction, and vendor contracts.
- Ability to effectively direct consultants, contractors, and vendors to meet contract requirements.
- Conduct analysis, planning, and implementation for administrative programs—the ability to research and prepare detailed reports and analyses.
- Promote a diverse, inclusive, culturally competent, and respectful workplace.
- Valid Minnesota Driver's License

Communication

- Responds effectively to various complex requests in verbal and written form.
- Displays advanced ability to develop positive working relationships and an ability to influence internal and external audiences or stakeholders.
- Demonstrates an ability to diffuse a difficult situation and manage conflict appropriately.
- Negotiates terms of projects, programs, and partnerships.
- Fosters two-way communication and listens to others' views or suggestions.
- Effectively communicates watershed and project-specific details to the Board, CAC, and residents.
- Handle sensitive and confidential information with professionalism and discretion.

Core Competencies

- Possesses and applies a comprehensive knowledge of a particular field of specialization to complete complex assignments.
- Demonstrates ability to coordinate and manage large-sized and/or complex projects and programs.

SUPERVISION RECEIVED: Works with limited oversight and has latitude for decision-making. Plans, conducts, and may manage assignments, conferring with supervisor on unusual matters.

SUPERVISORY RESPONSIBILITIES: Provides guidance and direction to less experienced employees for specific projects/programs as determined by supervisor.

RESPONSIBILITY FOR PUBLIC CONTACT: This position requires a high level of public contact, requiring tact, courtesy, and good judgment.

EMPLOYEE HANDBOOK: All employees must sign an acknowledgment form indicating receipt and acknowledgment of the employee handbook.

EMPLOYMENT CLASSIFICATION: Salaried, exempt from the provisions of the Fair Labor Standards Act.

BACKGROUND CHECKS: All employment offers are conditioned upon the applicant passing background checks. Convictions are not an automatic bar of employment. Each case is considered on its individual merits, and the type of work sought. However, making false statements or withholding information will cause you to be barred from employment or removed from employment.

EQUAL OPPORTUNITY EMPLOYER: Capitol Region Watershed District is proud to be an equal opportunity employer. All applicants will be considered for employment without attention to race, color, creed, religion, age, sex, disability, marital status, political affiliation, genetic information, sexual orientation, gender identity, public assistance, veteran status, national origin, or other legally protected status protected under federal, state, or local law.

If you need assistance or accommodation due to a disability, please contact us at careers@capitolregionwd.org or 651-644-8888.

PHYSICAL DEMANDS AND JOB DESCRIPTION SUPPLEMENT

WORK ENVIRONMENT

- 1) Normal shift = eight (8) hours for five (5) consecutive days.
- 2) Work location typically in a controlled environment.
- 3) Stress levels vary from low to high.

PHYSICAL DEMANDS

Type of Activity	Frequency
Walking/standing:	O
Sitting:	S
Standing in One Place:	O
Climbing:	O
Pulling/Pushing:	O
Crawling/Kneeling/Squatting:	O
Bending/Stooping:	O
Twisting/Turning:	O
Repetitive movement:	O
Lifting waist to shoulder:	O
Lifting knee to waist:	O
Lifting floor to knee:	O

S=Significant M = Moderate O= Occasional