



HOWARD COUNTY GOVERNMENT **Job Posting**

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Howard County Government is an Equal Opportunity Employer

COORDINATOR/ADMINISTRATOR

POSITION: Coordinator/Administrator
DEPARTMENT: Stormwater District

STATUS: Full Time
FSLA STATUS: Exempt
SALARY: \$65,000-\$75,000

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES: The incumbent will be responsible for ensuring the Stormwater District stays in compliant with the Federal Clean Water Act, Municipal Separate Storm Sewer System General Permit (MS4 GP), Construction Stormwater General Permit (CSGP), and county ordinance 2023-BCCO-7, along with updating and writing all county ordinances dealing with the Stormwater District requirements.

Incumbent will be responsible for the annual budget, billing, and collections of the Stormwater District fees. Incumbent will hire and oversee all employees in the department along with keeping the Board apprised of the department's activities. Incumbent shall develop and update the Districts long term goals and have the ability to assess program needs and effectively plan, coordinate, and oversee appropriate, cost effective projects. Incumbent is responsible for all activities pertaining to the State Certified Water Laboratory along with maintaining and passing annual performance tests.

Incumbent will ensure all GSAB 34 requirements, as well as have complete oversight of the entire Stormwater program. The incumbent will direct all staff in carrying out all actions of the MS4 program, which include, but are not limited to; reviewing & issuing MS4 permits, performing BMP & post construction inspections, developing and executing a program for illicit discharge detection and elimination, coordinating with local offices and staff to ensure compliance with minimum measures dealing with public education, outreach, participation and involvement such as; providing concentrated education, attending fairs/festivals/trade shows to educate public, providing septic system information, providing education materials to builders, construction workers and home owners, act as a liaison with watershed groups, maintain GIS and GeoPermit databases. This position will also be responsible for completing paperwork,

including monthly and annual reports, preparing for annual IDEM audits and communicating with offices on the local and state level. Incumbent will be responsible for all enforcement actions required within the District boundaries.

SKILLS: The incumbent must possess excellent written and verbal communication skills, excellent computer skills, and be proficient with Microsoft Office and web based databases. Must have experience with ArcMap, ArcPro, and GIS. The incumbent must have experience using and comprehending field survey equipment, water quality data, and be capable of reading blue prints. Must have the ability to supervise and direct personnel, including interviewing applicants, hiring, planning and delegating work assignments, and maintaining discipline.

Incumbent shall have the ability to work on several tasks at the same time, and complete work effectively amidst frequent distraction and interruptions.

Incumbent must be able to serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons. Must be able to comply with all employer department/personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

EDUCATION AND EXPERIENCE: The incumbent must possess a bachelor's degree in an applied science or related field. Incumbent must be able to obtain stormwater related certifications that elevate the employee to the status of a qualified stormwater professional. (examples CPESC, CESSWI, CPSWQ, CPMSM) Incumbent must be able to obtain credentials for directing the state certified water laboratory. Incumbent shall have a minimum 5 years of experience in the stormwater field.

PERSONAL WORK RELATIONSHIPS: Incumbent maintains regular communication with department employees, personnel and officials from other government departments and regulating agencies, representatives of construction firms, developers, property owners, and members of general public for a variety of purposes, including responding to and investigating complaints, negotiating cooperation on projects, explaining/interpreting policies and procedures, resolving problems, supervising/directing personnel, explaining and interpreting department policies and legal requirements, and assuring compliance with work standards.

Incumbent reports directly to the Stormwater Board. By statute the board is comprised of the three Commissioners and the Surveyor.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS: Incumbent must be able to withstand hot and cold temperatures out in the field. This position will require a lot of walking/standing and climbing in and out of ditches. Incumbent must occasionally lift and/or move up to 80 pounds. Incumbent must have a willingness to be in contact with sewage and be current with vaccinations (or willing to get them) consistent with protection from infectious diseases associated with water pollution.

WORK ENVIRONMENT: Duties are mostly performed in a standard office environment and outdoors environment. Employee is exposed to varying weather conditions. Noise levels typical for this job are moderate. Incumbent must be able to work extended weekend and/or evening hours, and travel out of town for meetings and seminars, sometimes overnight.

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Submit completed application and resume to:

Kari Rennaker, HR Director

Kari.rennaker@howardcountyin.gov

Or mail to:

220 N. Main St., RM 220, Kokomo, In 46901

Applications are due by March 1, 2024