



White Bear Lake Conservation District · 4701 Highway 61 N · White Bear Lake, MN 55110 · Telephone (651) 429-8520  
Email: [wblcd25@gmail.com](mailto:wblcd25@gmail.com) · Website: [www.wblcd.org](http://www.wblcd.org)

## **ADMINISTRATOR JOB DESCRIPTION**

**Part-time: 16-20 hours/week**

Posted: April 27, 2026

### **PURPOSE OF POSITION**

To support the work of the 10-member volunteer Board of Directors, standing committees, and task groups of the White Bear Lake Conservation District.

To serve the public by facilitating public access to the Board and committee meetings (adhering to the Open Meeting Law) and distributing information to the public from the Board and committees in a timely manner. Provide a responsive and friendly reception of questions, answers, or appropriate referrals.

### **MAJOR TASKS**

#### For Board and Committees:

1. Gather and prepare information for all meetings.
2. Schedule space for, and set up, meetings; provide appropriate public notification of meetings. Attend, if needed.
3. Set up and attend an evening Board meeting, once a month. Take meeting minutes.
4. Follow-up on meetings, as needed: transcription of minutes, approval, and dissemination; action items completion; reminders to those who also have action items.
5. Notify public of Board action, as required by the action. Place legal notifications with official newspapers and on website.
6. Maintain all office functions as dictated by legal and good management practices, Board and committee schedules, and state or federal requirements.
7. Prepare requests for bids and work with independent contractors as delegated.
8. Process all dock, event, and other permit applications and fees for specific uses of White Bear Lake.
9. Maintain accurate financial records by handling day-to-day tasks, such as recording transactions, managing accounts payable/receivable, and invoicing. Prepare financial reports for Board action, including monthly Treasurer's Reports and Balance sheet, both in-house and working with outside financial entities.
10. Distribute reports and information on financial actions to cities.

11. Coordinate with the Lake Education Committee (LEC) to prepare educational outreach materials for publication and/or distribution.
12. Maintain records and files of the WBLCD.

For Public:

1. Maintain scheduled office hours of at least two (2) days a week, four (4) hours a day, and availability by appointment to serve the public's need for timely access to office, Board, or committee work.
2. Facilitate and process applications for permits or other uses of the lake.
3. Provide timely phone, mail, or e-mail access, solutions, or referrals.
4. Publish, post and/or distribute information or educational materials to public, as needed. Post information on the WBLCD website and coordinate changes to the website with website host. Work with the LEC to post on social media accounts to provide real time current information and schedules, and public education on lake issues.
5. Work with SCC and cable tech to oversee the digital recording and broadcasting of monthly Board meetings. Prepare videos and publish on the WBLCD YouTube Channel.
6. Maintain all forms, copies of educational or information materials -- current and filed -- in the office and posted on the website.
7. Maintain current contact information for the Board, committees, and city, county, and state agencies and officials.
8. Maintain accessible WBLCD records and archives as dictated by legal and good management practices.

**KNOWLEDGE AND SKILLS NEEDED**

1. Excellent written and verbal English communication skills. Proficient in composing, editing, and formatting documents with accurate spelling and punctuation. Skilled in professional, articulate communication across email, phone, and social media.
2. Experience using a PC computer, Word, Excel, Adobe Acrobat Reader, Outlook File Explorer, Google email, YouTube, and general computing skills. Experience with QuickBooks desired.
3. Knowledge of general accounting principles. Person in this position will work with the Treasurer to track a budget, take care of all accounts payable and accounts receivable transactions, and prepare accurate and timely reports for the Board and auditors, as needed.
4. Experience filing and maintaining records, and a general understanding of maintenance, retention and purging of public information subject files—both paper and digital – according to legal retention schedule is helpful.
5. File annual 1099 tax forms and other tax reports, as needed.
6. Accurately record and transcribe minutes for monthly Board of Director's meetings, and, on occasion, committee meeting notes.

7. Self-motivated and a good team player. Adept at good customer service.
8. Ability to work with minimal supervision and handle all aspects of a one-person office. Willing to learn new skills.
9. Reliable and dependable: public must be able to trust office hours, information, notification and timely access to the work of the Board. Board must be able to trust that their work will be carefully carried out in a professional and timely manner.
10. Public relations/reception experience helpful. The person in this job influences the perception the public has of the District, Board, committees, and lake community. This position has frequent interaction and collaboration with, not only the local lake users, but diverse agencies such as the state, Ramsey and Washington counties and the cities surrounding the lake.
11. Become familiar with the WBLCD ordinances, exercise good judgement, and determine which questions they should answer and which should be referred to committee, Board or legal.
12. Familiarity with lake and other surface water issues and limnology terms helpful, but not required.