

FOX LAKE INLAND LAKE PROTECTION & REHABILITATION DISTRICT

**FULL-TIME POSITION AVAILABLE: MANAGER/COORDINATOR
SALARY: COMMENSURATE WITH EXPERIENCE**

POSITION DESCRIPTION

Involves varied organizational, administrative, and financial responsibilities Responsible for financial and accounting records of the wastewater collection system; Responsible for grant administration and DNR permits; Responsible for organization of programs and projects pertaining to lake improvement issues.

POSITION REQUIREMENTS

High School degree with associate or advanced degree preferred. Experience in local government or business in a management related capacity; proficient in QuickBooks, Microsoft Word, Excel, and Outlook; Able to maintain computerized records and effectively communicate via E-mail and Internet.

Ability to effectively organize, plan, schedule and communicate with all levels of government and the general public. Ability to work together with contractors and the District Board of Commissioners. Excellent communication and inter-personal skills.

**Should possess an interest in Lake Management,
Watershed, and Water Quality Issues.**

WORKING ENVIRONMENT

Self-motivated and able to work independently in a one-person office; Full-time hours; Insurance and retirement benefits available. Training provided.

Applications must be submitted electronically. To apply, please submit Cover Letter, Resume including education, work experience, and three references to:

FLDistrict@doubleberry.com

Application must be received by April 6th, 2020.