

Bassett Creek Watershed Management Organization

Request for Proposals: Administrative Coordination

The Bassett Creek Watershed Management Organization, a joint powers organization of nine west-metro cities, is seeking proposals from contractors to provide administrative coordination and management services.

Proposals should describe the skills, capacity and experience a contractor would draw on to: Act as the primary contact for the organization with cities, Hennepin County, state and federal agencies, coordinate communication and projects with member cities, assist in the development and implementation of a strategic plan for the organization, establish processes to increase the organization's efficiency, coordinate the implementation of the Commission's Watershed Management Plan (WMP), identify opportunities to secure grant funding for proposed capital projects, develop partnerships to accomplish the implementation of the commission's WMP, and track implementation of Watershed-funded project and activities to ensure objectives, project budgets and schedules are met.

Contractors should have a bachelor's degree and a minimum of three years of training, education and experience directly related to water management and administration of organizations . Excellent interpersonal and management skills; effective written/oral communication skills; and skill using computer software for preparation of reports and analysis are needed for the position. Must have valid Minnesota driver's license.

For additional details please see the attached Request for Proposals .

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