

POSITION ANNOUNCEMENT

Lac qui Parle Soil & Water Conservation District

122 8th Avenue S., Madison MN 56256
320-598-7321 Ext. 3 www.lacquiparleswcd.org

Position Title:	District Technician
Position Location:	Lac qui Parle SWCD, Madison MN
Employment Terms:	Full-time with benefits
Application Deadline:	February 3, 2012
Salary:	Salary based on qualifications and experience of successful candidate

Position Purpose:

This position provides a variety of administrative and technical assistance to support all aspects of the programs and activities of the Lac qui Parle SWCD. The position holder will work with easement programs, cost-share programs, Wetland Conservation Act, tree, fabric mulch and drill programs, and assist with district outreach programs. Specific duties of this position are expected to change as the needs of the area change. The technician is expected to work cooperatively as a team player with conservation partners, especially the Natural Resources Conservation Service, Clean Water Partnership, Farm Service Agency and others.

Minimum Qualifications:

- A minimum two year degree in soil & water technology, natural resource management, forestry, biology, water resources, hydrology, agronomy, or related field, or equivalent combination of education and work experience.
- Must be physically able and willing to work effectively in various field conditions including rough terrain and all-season weather.
- Must be self motivated, able to learn quickly, follow instruction, handle multiple projects, and willing to work with new and innovative projects and programs
- Must possess strong organizational, interpersonal, and communication skills, both written and verbal, with attention to detail. Ability and willingness to work with individuals of varied ages and social backgrounds.
- Must be able to read, understand and interpret program rules and procedures and forms
- Possess an understanding of agricultural practices in west central Minnesota
- Must have knowledge and experience with computers (Microsoft Office, ArcGIS, eLINK, Outlook) and GPS equipment and software.
- Must have a valid Minnesota driver's license
- Must be able to pass a security background check

Desirable Qualifications:

- Experience with SWCD, state, and/or local administration and technical support of programs, grants, data management, planning/reporting procedures and implementation of conservation practices concerning the SWCD.
- Knowledge of design, survey, and construction of erosion control and other conservation practices
- Training in wetland delineation

Duties and Responsibilities:

1. Collaborate with local, state and federal officials, boards, organizations, and individuals to promote conservation programs and accomplish goals and objectives of established plans.
2. Conduct site assessments, design, develop plans, contracts, or easements with cooperators and oversee installation of needed best management practices according to technical specifications, and submit appropriate reports.
3. Develop tree planting plans with landowners according to specifications of applicable programs, plant trees, apply fabric mulch as needed, and manage inventory.
4. Maintenance of records and data management.
5. Prepare technical information for District program plans and reports within required deadlines. Write articles, give oral presentations, and develop appropriate educational/outreach information within area of expertise.
6. Schedule grass drill, assist landowners with settings and keep drill in operating condition.
7. Perform Wetland Conservation Act duties required of the SWCD.
8. Complete inspections on previously installed conservation practices.
9. Maintain District vehicles, equipment and facilities.
10. Other duties as assigned.

These duties describe the general nature and level of work being performed by this position, and are not to be construed as an exhaustive list of all duties performed.

To Apply:

Application forms and detailed Position Description are available on the District's website at www.lacquiparleswcd.org, in the office at 122 8th Av. S., Suite 1, Madison, MN 56256 (also mailing address), or may be requested by telephone 320-598-7321 x 3. **Mail or deliver completed application forms to the Lac qui Parle SWCD office by 4:00 p.m. February 3, 2012.** Email or FAX applications will be accepted if original application is also submitted. Additional information may be obtained from the District's website, by calling 320-598-7321 x 3, or emailing terry.wittnebel@mn.nacdnet.net. Candidates selected for interviews will be notified by telephone. Employment is expected to begin on or before March 15, 2012

Conditions of Announcement:

The Lac qui Parle Soil and Water Conservation District reserves the right to extend or make changes to the content of this position announcement without notification and may, at any time, withdraw the announcement. The Lac qui Parle Soil and Water Conservation District is an equal opportunity provider and employer. Candidates will be considered without discrimination for any non-merit reasons such as race, color, religion, gender, national origin, religion, sexual orientation, politics, marital or familial status, physical/mental handicap, age or membership or non-membership in an employee organization.