

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.

APPLICATION for EMPLOYMENT

Lac qui Parle Soil & Water Conservation District

122 8th Avenue S., Madison MN 56256

Phone: 320-598-7321 x 3

FAX: 320-598-3432

Date received _____ (SWCD use only)

I. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Lac qui Parle Soil and Water Conservation District to provide equal employment opportunity for all, without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.

II. DATA PRIVACY NOTICE

The information requested on this application will be considered personal and confidential, and will be used by the Lac qui Parle Soil and Water Conservation District only to determine suitability for employment for the position which you are currently seeking or may seek in the future. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete, accurate information may result in the SWCD being unable or unwilling to offer employment to you. With respect to any special accommodations necessary for completing your application or the interview process, the SWCD may be unable to provide the necessary accommodations if you do not provide the information in Section IV. The information on this application which is classified as private data under the Minnesota Government Data Practices Act will not be released outside the SWCD without your consent except as necessary for tax purposes or as otherwise required by state or federal law.

III. POSITION DESIRED

Title of position for which you are applying: _____

Date available to begin employment: _____

IV. PERSONAL DATA

Name _____
Last First Middle

Current address:

Street

Home Phone: _____

City State Zip

Alternate(cell) Phone: _____

Are you either a U.S. citizen or legally eligible to hold employment in the United States?

Yes _____ No _____

Do you have any special needs that may necessitate accommodations in the application/interview process?

Yes _____ No _____

If yes, please describe the type of accommodation requested:

List all other names under which you have been employed or under which your employment or educational records may be found. _____

V. WORK/VOLUNTEER EXPERIENCE

List all work and volunteer experience, most recent to be listed first.

Employer Name: _____ Phone: _____
Employer Address: _____
May we contact? Yes _____ No _____ Immediate Supervisor's Name _____
Position Held: _____
Duties Performed: _____

Dates of Employment/Experience: _____

Reason for Leaving: _____

Employer Name: _____ Phone: _____
Employer Address: _____
May we contact? Yes _____ No _____ Immediate Supervisor's Name _____
Position Held: _____
Duties Performed: _____

Dates of Employment/Experience: _____

Reason for Leaving: _____

Employer Name: _____ Phone: _____
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May we contact? Yes _____ No _____ Immediate Supervisor's Name _____
Position Held: _____
Duties Performed: _____

Dates of Employment/Experience: _____

Reason for Leaving: _____

Employer Name: _____ Phone: _____
Employer Address: _____
May we contact? Yes _____ No _____ Immediate Supervisor's Name _____
Position Held: _____
Duties Performed: _____

Dates of Employment/Experience: _____

Reason for Leaving: _____

Attach additional sheets as necessary. Include volunteer unpaid work.

VI. LICENSURE

Do you have a valid driver's license? Yes _____ No _____

List current licenses, registrations, or certificates relevant to the position for which you are applying.

<u>License/No.</u>	<u>Issued By</u>	<u>Date Expiration</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

All applicable licenses or certifications must be received prior to employment commencing. If hired, you remain responsible for ensuring that all applicable licenses remain in effect.

VII. EDUCATION

Did you graduate from a High School or receive a G.E.D.? Yes _____ No _____

Name & address of last High School and/or institution issuing GED:

How many years of education have you had? (circle one) 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Name of School: _____

Address of School: _____

Degree/Diploma/Certificate _____

Major/Minor: _____

Dates of Attendance: _____

Name of School: _____

Address of School: _____

Degree/Diploma Received: _____

Major/Minor: _____

Dates of Attendance: _____

Name of School: _____

Address of School: _____

Degree/Diploma Received: _____

Major/Minor: _____

Dates of Attendance: _____

List/describe any correspondence courses, special courses, workshops, other training and/or experience that might relate to this position. Review the job description before answering this question.

VIII. REFERENCES

These should be people in a position to discuss your qualifications for the position you seek. Include especially managers, directors, or heads of departments under whom you have worked. Indicate any who are related to you. The SWCD reserves the right to contact all prior employers, educational institutions or institutions where you have volunteered in addition to the references listed below:

Name of Reference: _____

Address: _____

Phone Number: _____ Title: _____

Name of Reference: _____

Address: _____

Phone Number: _____ Title: _____

Name of Reference: _____

Address: _____

Phone Number: _____ Title: _____

IX. CRIMINAL BACKGROUND INFORMATION

The existence of a criminal conviction will not automatically disqualify you from employment, though certain types of criminal conviction will prohibit you from working in certain departments. For further explanation, contact the SWCD.

Have you ever been convicted as an adult for a criminal violation? Yes _____ No _____

If yes, date, city, county, and state: _____

Nature of the offense: _____

If more than one, please give the same information _____

The District will conduct a criminal background check on individual upon making a contingent job offer.

X. PERSONAL STATEMENT

Please indicate why you are interested in the position and what you hope to accomplish if selected.

XI. VETERAN STATUS

The definition of a veteran is defined by MN Statute 197.447:

The word "veteran" as used in sections 43A.11, 196.02, 196.0, 197.601, and 282.038 means any person who has been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and who is a citizen of the United States or resident alien.

Are you an honorably discharged veteran of the armed forces of the United States or are you otherwise eligible to claim Veteran's Preference Points? Yes _____ No _____

Do you wish to claim Veteran's Preference Points: Yes _____ No _____

If you are a disabled veteran and wish to claim additional points, please check here. _____

Proof of applicable military status/eligibility, such as a DD214 form, will be required in order to claim credits. Please attach DD214 for or forward it within five (5) business days.

XII. CERTIFICATION, AUTHORIZATION

I **certify** that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided or any omission or concealment of facts, will disqualify me from consideration for employment, and constitutes grounds for my immediate dismissal should I be employed by the District. The Lac qui Parle SWCD is **authorized to request** a transcript where necessary to verify any educational record.

Date: _____ Signature: _____

(Do not print)

XIII.

TENNESEN WARNING

In accordance with the Minnesota Government Data Practices Act, Lac qui Parle Soil & Water Conservation District is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private.

Minnesota Statutes 13.01 to 13.87 on Government Data Practices requires that you be informed that the following information, which you are asked to provide on the application for employment, is considered private data:

- | | |
|---------------------------|----------------------|
| 1. Name | 6. Conviction record |
| 2. Home address | 7. Sex |
| 3. Home phone number | 8. Age group |
| 4. Social Security number | 9. Disability type |
| 5. Date of birth | |

We ask this information for the following reasons:

- To distinguish you from all the other applicants and identify you in our personnel files
- To enable us to verify that you are the individual who makes the application
- To enable us to contact you when additional information is required, send notices to you, and/or schedule you for interviews
- To determine if you meet the minimum age requirements, if any
- To determine whether or not your conviction record may be a job related consideration affecting your suitability for the position you applied for
- To enable us to ensure your rights to equal opportunities
- To meet Federal and State reporting requirements
- To make processing more efficient

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel in Lac qui Parle SWCD and the policies, rules and regulations promulgated pursuant thereto.

Furnishing Social Security number, date of birth (unless a minimum age is required), sex, age group, and disability data is voluntary, but refusal to supply other requested information will mean that your application for employment may not be considered.

Private data is available only to you and to the other persons in the SWCD office who have a bona fide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the employment process, which is not designated in this notice as private data.

If Lac qui Parle SWCD hires you, you will be legally required to supply your Social Security number and all applicable tax information. This information will be sent to Federal and State tax authorities and to the Social Security Administration, and will enable us to compute your salary deductions. Insurance data, which you will be required to furnish in order to participate in Lac qui Parle SWCD health insurance plan, will be classified as private, as will payroll deduction data.

In accordance with Minnesota Statutes 13.03 and 13.04, I have been informed of and understand my rights as a subject of data.

Date: _____ Signature: _____

(Do not print)

Lac qui Parle Soil & Water Conservation District

POSITION DESCRIPTION

District Technician

Introduction: Under General Direction, this position provides technical assistance to resource users according to technical specifications, legal specifications, program guidelines and policies established by the Lac qui Parle Soil and Water Conservation District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

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 or contracts 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. Maintain detailed records and manage data, both electronic and print.
5. Prepare technical information for District plans, reports, and/or grant applications 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. Submit appropriate reports and assist landowners to stay in compliance with program requirements. Maintain a follow-up assessment schedule to assure practice maintenance by landowners.
9. Maintain District vehicles, equipment and facilities
10. Measure water level in Department of Natural Resources' Observation Wells monthly, record data and submit it to St. Paul.

SUPERVISION: This position is under the supervision of the District Manager.

PERFORMANCE EVALUATION: Performance Evaluation is the responsibility of the District Manager and is reviewed by the Personnel Committee of the District Board.

ANNUAL PLAN – DISTRICT TECHNICIAN

<u>DISTRICT</u>	<u>% of</u>		<u>RESPONSIBILITY</u>
<u>PRIORITY</u>	<u>Time</u>		
A	28	1.	Collaborate with local, state and federal officials, boards, organizations, and individuals to promote conservation programs and accomplish goals and objectives of established plans.
A	15	2.	Conduct site assessments, design, develop plans or contracts with cooperators and oversee installation of needed best management practices according to technical specifications, and submit appropriate reports.
A	20	3.	Develop tree planting plans with landowners according to specifications of applicable programs, plant trees, apply fabric mulch as needed, and manage inventory.
A	10	4.	Prepare technical information for District plans, reports, and/or grant applications within required deadlines. Write articles, give oral presentations, and develop appropriate educational/outreach information within area of expertise.
B	18	5.	Conduct site evaluations, submit appropriate reports and assist landowners to stay in compliance with program requirements. Maintain a follow-up assessment schedule to assure practice maintenance by landowners.
B	3	6.	Perform Wetland Conservation Act duties required of the SWCD.
C	2	7.	Measure water level in Department of Natural Resources Observation Wells monthly, records data and submits it to St. Paul.
C	2	8.	Schedule grass drill, assists landowners with settings and keeps drill in operating condition.
C	2	9.	Maintains District equipment and facilities.

ADDITIONAL TASKS AND RESPONSIBILITIES

- ❖ Work with landowners and agency personnel to determine eligibility for various programs, write applications, plans and process contracts.
- ❖ Operate computer to produce forms, fill out forms, retrieve and organize information; prepare communications to others; and report activities and contacts with customers.
- ❖ Schedule appointments with landowners/customers for conferences and best management practice application in office or field.
- ❖ Maintain files pertinent to essential function activities.
- ❖ Responds to telephone messages and calls. Takes and relays messages.
- ❖ May monitor seasonal or temporary staff or interns with the oversight of the District Manager
- ❖ Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- ❖ Must possess a valid driver's license.
- ❖ Must have a basic understanding of conservation practices and conservation programs.
- ❖ Training/experience is needed in surveying, site assessment and design of practices.
- ❖ Must have keyboarding and computer skills. Programs used include MS Word, Excel, ArcGIS, Outlook.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability

- ❖ Ability to classify, compute and tabulate data and information, requiring the exercise of judgment.
- ❖ Ability to utilize a wide variety of descriptive data and information, such as regulations, guidelines, correspondence and general operating manuals.
- ❖ Ability to provide explanation, demonstration, persuasion and clarification concerning data and information according to laws, rules, established policies, procedures and standards.
- ❖ Ability to communicate well orally and in writing with co-workers, the general public, elected officials, other agency staff and the Board of Supervisors.
- ❖ Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Mathematical Ability

- ❖ Ability to utilize mathematical formulas; to add and subtract; multiply and divide; use decimals, percentages and spreadsheets.

Judgement and Situational Reasoning Ability

- ❖ Ability to read, interpret, explain and record information from maps, aerial photos, plans and other graphic or printed sources and develop field maps.
- ❖ Ability to prioritize tasks based on importance and approaching deadlines when confronted with a heavy workload.
- ❖ Ability to schedule and organize self.
- ❖ Ability to read, understand, apply and accurately explain government programs and rules.
- ❖ Ability to follow directions.
- ❖ Ability to exercise rational judgment, decisiveness and creativity required in performing diversified work activities.

Physical Requirements

- ❖ Must be physically able to operate survey equipment, a variety of machinery and equipment utilized in performing essential functions.
- ❖ Must be able to lift and maneuver 100 pounds.
- ❖ Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements including writing legibly and other semi-skilled movements such as data entry.
- ❖ Ability to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, lifting, carrying, pushing and pulling.
- ❖ Ability to walk distances over rough terrain in potentially unfavorable weather conditions.
- ❖ Ability to recognize and identify similarities or differences between characteristics of colors shapes, sounds and textures associated with job-related objects, materials and tasks.