

# POSITION ANNOUNCEMENT

## COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT

**Title:** Program Technician  
Permanent Full Time

**Position Location:**  
Cottonwood Soil and Water Conservation District  
210 10th Street, Windom MN 56101

**Application Deadline:**  
Friday, May 13, 2019 at 4:30 p.m.

**Starting Salary Range:**  
Starting a wage range \$19.68 - \$24.37 (depending on qualifications)  
Benefits include sick leave, annual leave, paid holidays, PERA retirement plan, and health insurance.

**Position Description:** This position will promote conservation efforts for the Cottonwood SWCD. Initial focus will be the implementation of Agricultural Best Management Practices (AgBMPs) throughout the county with landowners. This position will assist with many SWCD and County programs including, but not limited to, Tree Program, Wetland Conservation Act (WCA), Subsurface Sewage Treatment Systems (SSTS), Buffers, Conservation Easements, Comprehensive Watershed Management Plans and Feedlots.

This position will require extensive interaction with landowners and operators as well as local and state government to build partnerships and bring attention to the need for cooperative efforts addressing conservation implementation and general soil and water conservation needs throughout the county.

The Program Technician will keep the required records and data to fulfill individual program and reporting requirements.

This position does not require overnight travel except for occasional training or similar events. Transportation will be provided.

### Minimum Qualification

- Ability to serve as a positive, professional example to colleagues and constituents of the County and SWCD with regards to workplace actions, attitude, decisions, management and adherence to policy
- Bachelor's degree (BA/BS) or equivalent from a four-year college in agronomy, soil science, natural resources management, environmental studies, or related discipline; or an equivalent combination of education and experience in these areas.
- Demonstrated experience in building networks and coordinating projects with multiple stakeholders.
- Strong interpersonal skills and collaborative attitude; ability to present material to groups effectively
- Self-motivation and ability to work independently without close supervision.
- Applicants must have strong written, verbal, and communications skills. Must have strong computer skills, including knowledge of MS Excel and Word and experience with ESRI's ArcGIS software suite.
- Physical ability to work effectively in various field conditions including rough terrain and all-season weather as well as lift up to 50 lbs.
- Willingness to travel throughout the county and attend occasional evening/weekend events.
- Must possess or obtain a valid driver's license issued by the State of Minnesota or the ability to attain a Minnesota driver's license.

### Desired Qualifications

- Knowledge of Agricultural Best Management Practices.
- Experience with field surveying techniques.
- Knowledge and/or experience related to livestock, natural resource management, and State, County and Federal conservation programs.

## **Duties and Responsibilities**

- Assist with the promotion and implementation of Agricultural Best Management Practices including site inspections, surveying, and design and obtain appropriate job approval authority.
- Coordinate/assist with the SWCD Tree Program. This includes site visits, design and installation of tree projects, assisting landowner with tree selection and ordering.
- Report all work and accomplishments on a regular basis, including monthly board meeting reports and assist with the preparation of annual reporting requirements.
- Assist with state and local programs. Participate in and assist with educational programs, presentations, promotions, demonstrations, press releases and newsletter articles.
- Work cooperatively with state, federal and local agencies, boards and organizations in promoting various conservation programs and accomplishing the goals and objectives of established plans.
- Performs other duties as assigned by the Cottonwood SWCD or County which could include (but not limited too) Wetland Conservation Act (WCA), Subsurface Sewage Treatment Systems (SSTS), Buffers, Conservation Easements, Comprehensive Watershed Management Plans, and Feedlots.

**Hiring Procedure:** Applicants must submit a completed resume, cover letter and job application for employment to the Cottonwood SWCD. Applications may be picked up at 210 10<sup>th</sup> Street, Windom, MN 56101 or on our website at [www.cottonwoodswcd.org](http://www.cottonwoodswcd.org). Applications will be evaluated based on the information supplied in the resume and application to determine if they meet the minimum job qualifications. Top applicants will be selected for interviews. For questions please call the Cottonwood SWCD Office at 507-832-8287.

**EQUAL EMPLOYMENT OPPORTUNITY:** All candidates will be considered without discrimination for any non-merit reason such as race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation and marital or family status.