**POSITION ANNOUNCEMENT**

**POSITION TITLE** | Water Plan Coordinator  
**POSITION STATUS** | Full-time  
**STARTING SALARY RANGE** | $16-$18; based on qualifications and experience  
**BENEFITS** | Paid Holidays, Annual Leave, Sick Leave, Medical Stipend, and PERA Retirement  
**POSITION LOCATION** | Clearwater SWCD, Bagley, MN  
**HOURS** | 8:00 - 4:30 - Monday - Friday  
**CLOSING DATE** | 4:30 p.m. Wednesday, February 13th, 2019  

**Introduction:**
The Clearwater Soil and Water Conservation District is seeking a highly motivated professional to serve in the full-time position of Water Plan Coordinator. The primary responsibility of this position is to implement the Clearwater County Comprehensive Local Water Management Plan. This position is also responsible for implementing the SWCD’s Forests for Water Quality program and supporting the efforts of the Soil Health Program by providing producers with grazing recommendations. Additional responsibilities include providing technical expertise to support the various programs and activities of the SWCD.  

This position works in a team environment under the supervision of the District Manager and reports to the Clearwater SWCD Board of Supervisors.  

**Administrative Duties and Responsibilities:**
- Work with SWCD Board & staff, and Water Plan Task Force to administer the County Water Plan.  
- Assist with grant administration, completion of annual reporting requirements and long range plan development.  
- Work cooperatively with individuals as well as local, state and federal partners in implementing conservation practices.  

**Technical Duties and Responsibilities:**
- Lead the implementation of the County Water Plan.  
- Represent the SWCD in water resource planning meetings.  
- Provides technical assistance to landowners, organizations, agencies, and other units of government for the protection and enhancement of natural resources in Clearwater County.  
- Lead the development and implementation of the Forests for Water Quality program.  
- Assist with tree planting and tree program activities as needed.  
- Provide grazing recommendations to producers.  
- Assist with the Soil Health Program as needed.  
- Assists with the implementation of the State Cost Share Program including: determining eligibility of applicants, practice plan development, and project inspection and certification.  
- Other technical duties as assigned by the SWCD District Manager and Board.  
- Knowledge of SFIA (Sustainable Forest Initiative Act) and 2C tax classifications  
- Knowledge of Forest Stewardship Plans  

**Outreach and Education:**
- Promote activities and priorities of the County Water Plan.  
- Promote the Forests for Water Quality.  
- Coordinate and assist with district education programs.
• Coordinate and recruit volunteers to assist with district projects.
• Assist in implementing a public information program which may include newspaper articles, newsletters, radio spots, presentations to public groups, tours etc.
• Assist with development and maintenance of the SWCD website.

**Other Responsibilities/Requirements:**

• Submit a monthly activity summary for distribution to the SWCD Board Members.
• Perform all duties and functions associated with this position in a safe and healthful manner that will reflect favorably on the Clearwater Soil & Water Conservation District.
• Occasional travel for training/continuing education may be required.

**Preferred Qualifications:**

• Four-year degree in Natural Resources or related field, or a two-year degree in natural resources or related field and equivalent combination of education and work experience.
• Ability to become or is a certified MN DNR Forest Stewardship Plan Writer.
• Computer skills and proficiency with software (Microsoft Office, Outlook, ArcGIS & other mapping/inventory programs) and GPS equipment.
• Must be able to work independently and as part of a team with district staff.
• Must be able to work cooperatively and effectively with other county, state, federal or conservation partner employees in an Ag Service Center environment.
• Must have experience and/or knowledge of water quality monitoring and data interpretation.
• Must have strong written and oral communication skills to effectively communicate technical information.
• Must be able to lift over 50 pounds and be able to work in all weather and terrain conditions.
• Must be able and willing to work independently, outdoors, and under sometimes demanding conditions.
• Must be willing and able to handle multiple projects, adapt to changing job duties and/or responsibilities such as new or innovative projects/programs.
• Must have a valid Minnesota driver's license.
• Past experience with an SWCD or similar water resource conservation organization.
• Strong knowledge of aquatics, biology and limnology.
• Degree in forestry or experience developing forestry plans and cost share projects.
• Knowledgeable in the area of agronomy and able to provide grazing recommendations to local producers.

**SELECTION PROCESS:**
Individuals selected for interviews will be contacted by phone/email. **Late applicants will not be considered.** Finalists for the interview process will be selected by the SWCD Board. Applications selected for the interview process will be contacted directly by the Clearwater SWCD. The successful applicant must provide an official transcript and complete a required background check.

**APPLICATION PROCEDURES:**
Applicants must submit a resume, SWCD application form, and cover letter by the closing date to:
Clearwater SWCD
312 Main Ave. N. Suite #3,
Bagley, MN 56621 or
Lori.buell@mn.nacdnet.net

Equal Opportunity Employer
The Clearwater SWCD prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.