



Big Stone Soil and Water Conservation District

990 US Highway 12
Ortonville MN 56278
320-839-6149 ext 3
bigstoneswcd.org

POSITION ANNOUNCEMENT

Position Title:	Program Technician
Position Location:	Big Stone SWCD, Ortonville MN
Employment Terms:	full time, with benefits
Application Deadline:	until filled
Salary:	\$31,200 to \$37,440, based on qualifications and experience
Hours:	8:00 a.m. to 4:30 p.m. Mon-Fri, with occasional nights and weekends.

The Big Stone Soil & Water Conservation District is accepting applications for a Program Technician. Under the supervision of the District Manager, the Program Technician assists landowners with enrolling in conservation programs. Position will work side by side with the SWCD staff and Supervisors, the Natural Resources Conservation Service, and Farm Service Agency.

Duties:

- Marketing and consulting with farmers, landowners, schools, sportsmen's groups and other organizations about conservation programs that achieve clean water, grass and wetland habitat cover, and soil health.
- Keep records of land use activities and maintain landowner records of conservation practices.
- Provide technical assistance and guidance to private landowners, government agencies, non-government organizations and other special interest groups for USDA, NRCS Conservation Programs. The position will receive training on Federal, State, and Local conservation programs.
- Coordinate the implementation and application of biological sciences within conservation programs in cooperation with the local NRCS District Conservationist, DNR staff, SWCD staff, BWSR staff, and others.
- Complete contracts, applications, and other required documentation for the federal farm bill conservation programs such as Conservation Reserve Program, as well as the Reinvest in Minnesota, CREP, MAWQCP and Walk-In Access Program.
- Communicate program requirements, complete site visits to determine eligibility and develop contracts/plans for applicants/participants for the NRCS Conservation Programs and State of Minnesota Easement programs.
- Assist in coordination and implementation of the Minnesota Buffer Law.
- Perform other related duties as assigned.

Required Knowledge, Skills and Abilities:

- Experience with computers and the ability to use ArcGIS, GPS, survey equipment and computer software such as Outlook, Internet Explorer, and Microsoft Office.
- Must be able to work independently, perform outdoor work in all seasons of the year with a minimum amount of direct supervision, ability to lift over 50 pounds on occasion.
- Principles and practices of agricultural best management practices and conservation programs.
- Familiar with common agricultural equipment and their operation.
- Knowledge of native grass establishment and maintenance.
- Familiar with soil properties and use of USDA soil surveys.
- Ability to communicate clearly and effectively with landowners and partner agencies.

- Knowledge of wildlife ecology, wetland and grassland management including the ability to utilize various habitat management tools in the development of management plans.
- Knowledge of conservation and wildlife programs provided by federal (i.e Farm Bill, US Fish & Wildlife Service), state and local entities. In addition, knowledge of how these programs are implemented in an agricultural landscape is desired.
- Excellent verbal and written communication skills.
- Strong organizational skills
- Valid Driver's License
- Able to obtain USDA Federal Security Clearance
- Willingness to learn

Training and Experience Guideline: Any combination of training and/or experience that will enable the applicant to possess the required knowledge, skills, and abilities. A general qualification guideline for this position is a Bachelor of Science Degree in Natural Resources or a related field, or a Bachelor of Arts in Natural Resources or Agricultural fields with related work experience.

To Apply:

Visit our website at www.bigstoneswcd.org or contact the office at 320-839-6149 ext 3, for an application. Additional information can be obtained by emailing tammy.neubauer@mn.nacdnet.net.

Please include application form (from the website), cover letter, and resume.

Mail or deliver application materials to:

**Tammy Neubauer, District Manager
Big Stone SWCD
990 US Highway 12
Ortonville MN 56278**

Big Stone SWCD is an equal opportunity employer