



RURAL PROGRAMS SPECIALIST

POSITION ANNOUNCEMENT

LOCATION: Washington Conservation District (WCD) – Oakdale, MN

CLASSIFICATION: Specialist

STARTING SALARY RANGE: \$48,000-\$60,000 **DOQ**

HOURS/DAYS: Normal business hours, Monday - Friday. May require evening and weekend meetings. Flex time and compressed work schedule available.

STATUS: Exempt, full-time position with benefits.

Washington Conservation District is accepting applications for a Rural Programs Specialist. This is an advanced position that is responsible for providing technical expertise and leadership to WCD's agricultural, rural, habitat, and invasives conservation and management efforts. The person selected for this position must balance field work, interagency coordination, positive public interaction, and detailed documentation to successfully support implementation of rural-focused conservation projects throughout the county.

DUTIES AND RESPONSIBILITIES INCLUDE (but not limited to):

1. Designing and implementing agricultural BMPs and habitat restoration projects.
2. Providing landowner technical assistance for control of invasive species.
3. Conducting educational presentations and providing landowner outreach.
4. Assisting with watershed analyses to prioritize BMP implementation.
5. Managing project budgets and reporting to state agencies.
6. Preparing grant applications, technical reports, management plans, and articles.
7. Other duties as assigned and in accordance with an annual workplan.

MINIMUM QUALIFICATIONS: Bachelor degree in hydrology, soil science, botany, biology, ecology, ag engineering, or related field and five (5) years of experience as a professional in the environmental field. Documented BMP surveying, design and installation experience, including agricultural BMPs and landscape restoration. Native plant community identification and restoration. Proven leadership skills, successful project management experience, and attention to detail are critical. Knowledge of and experience with NRCS federal farm programs and BWSR grant and reporting procedures. Qualified applicants will be self-motivated, able to show a commitment to high quality work, and complete projects on schedule while dealing with diverse audiences. Excellent communication, writing, presentation, and computer skills are needed.

PREFERRED QUALIFICATIONS: More than five years of professional experience. An advanced degree in a directly related field. Experience with geographic information systems (GIS) and image processing programs. Experience with nutrient management planning, conservation planning and land protection programs.

WORK ENVIRONMENT: Work involves 50-60% outdoor work with regular indoor activities. Outdoor work is more frequent during the growing season. Physical activities include walking on irregular terrain, frequent position changes, and lifting, pushing, and pulling up to 50 pounds on a regular basis. Exposures include heat, wet, and cold conditions as well as insects and other aspects of field work in Minnesota. Indoor work is typical for a modern, professional office.

SELECTION TECHNIQUE: Finalists for the interview process will be determined after initial screening and assessment of relevant qualifications and experience. Applicant(s) selected for the interview process will be contacted directly by the Washington Conservation District.

APPLICATION PROCESS: Submit a cover letter, resume, and three references via email to jriggs@mnwcd.org by **4:00 p.m., Friday September 19, 2014.**

CONDITIONS OF ANNOUNCEMENT: Washington Conservation District reserves the right to change or withdraw this announcement without notification at any time.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER