



2008 Mahogany St. Ste 3
Mora MN 55051
KanabecSWCD.org

Job Announcement:

Snake River Watershed Coordinator – Full Time

Please, submit applications as soon as possible. This position will be posted until filled.

Make a difference in the lives of Minnesotans. The work you'll do is more than just a job. Join the talented, engaged and inclusive workforce dedicated to creating a better Minnesota. This Snake River Watershed Coordinator position will have the privilege of working with a seven-member partnership, their staff and the watershed's stakeholders and landowners. The work will be guided by the new Snake River Comprehensive Watershed Management Plan's targeted priority areas and the watershed grant's work plan budget. The ultimate goals are for improved water quality and increased protection and restoration of our natural resources.

The position encompasses all things Snake River Watershed. It will involve coordinating the outreach activities and developing watershed outreach materials, in conjunction with the watershed staff partners. It will entail coordinating the watershed programs and projects with the watershed staff partners. In-part this position will include watershed technical project development with landowners / partners throughout the watershed. The watershed coordinator will lead on the management of the watershed meetings, and watershed grant applications.

Building relationships with landowners is crucial to this position. This position works independently and in a team environment in coordination with other conservation professionals and partners. Forming and maintaining partnership relationships are key to this position. The specific duties of this position will change, as the needs of the Snake River Watershed change. Adjusting to these changes will be expected with this position.

Partnership Mission:

The mission of the Snake River Watershed Plan Partnership (SRWPP) is to implement the Snake River Comprehensive Watershed Management Plan. The Partnership seeks to facilitate collaboration across its member entities and connect landowners with the resources needed to manage their natural resources. The SRWPP strives to work with and empower landowners and partners in the restoration and protection of the watershed's natural resources.

SNAKE RIVER WATERSHED COORDINATOR - POSITION DESCRIPTION

(Date approved: 1/24/24) The position provides the project management for the Snake River Watershed as a full-time hourly employee or contract position, working 40-hour weeks with occasional evening and weekends. The Watershed Program Coordinator oversees watershed activities working with our partnering Soil & Water Conservation Districts (SWCD) and County staff and reports to the Snake River Watershed Plan Partnership Board (SRWPP), which provides guidance and direction. This position is hired through the Kanabec Soil & Water Conservation District (KSWCD) and supervised by the District Manager.

GENERAL RESPONSIBILITIES

General duties in managing the Snake River Watershed including but not limited to: (overview)

- Coordinates implementation of the Comprehensive Watershed Management Plan for Aitkin, Kanabec, Mille Lacs and Pine Counties' as they impact the Snake River Watershed.
- Manages projects for implementation of the Comprehensive Watershed Management Plan for Aitkin, Kanabec, Mille Lacs and Pine Counties' as they impact the Snake River Watershed.
- Provides guidance in project management to the SWCD partnering staff
- Promotes a positive working environment

Snake River Watershed Plan Partnership

- Provides guidance to the Snake River Watershed Plan Partnership Board (SRWPP) and its' committees, as requested.
- Generating and presenting complete watershed plans, projects, budgets, solutions, policies and recommendations in conjunction with committees of the SRWPP Board and its' partners.
- Assists with project development with partners. This may include direct landowner contacts, technical work and project coordination.
- Meeting facilitation
- Seeks formal approval from the SRWPP Board on invoices, contracts and policies

Coordination in the Watershed including but not limited to: (15% - estimated time)

- Maintain an excellent working relationship with partnering agencies, local, state and federal agencies and representatives as well as with the media.
- Follow the Snake River Comprehensive Watershed Management Plan (referred hereafter as the Plan) as appropriate.
- Work cooperatively with area lake associations or other partner organizations and individuals for the implementation of the Plan.
- Leads in collaboration with the SRWPP members in grant writing.
- Leads in providing assistance as identified in the Water Planning Process, to be determined.
- Coordinates with the watershed partners in the approval of watershed policies that aid in the workplan implementation.

Project Management in the Watershed including but not limited to: (20% - estimated time)

- Reviews projects as needed with individual SWCD staff and keep abreast of the progress of all projects in the watershed. Projects may be reviewed at board/committee meetings.
- Maintains an excellent working relationship with partnering agencies, local, state and federal agencies and representatives as well as with the media.
- Follows the Snake River Comprehensive Watershed Management Plan (referred hereafter as the Plan) as appropriate.
- Works cooperatively with area lake associations or other partner organizations and individuals for the implementation of the Plan.
- Interacts with the SRWPP members (Counties and Soil & Water Conservation Districts) to cooperatively implement and manage specific water quality improvement projects approved by the SRWPP Board.
- Aides in collaboration with the SRWPP members in grant writing.
- Assistance as identified in the Water Planning Process, to be determined.

Education & Outreach activities including but not limited to: (30% - estimated time)

- Prepares and distributes educational material to residents of the Snake River Watershed that serve to raise the awareness about the activities of the Snake River Watershed Plan Partnership (SRWPP), as well as supply watershed residents with opportunities and information to understand the human impact on the watershed.
- Provides routine updates on watershed activities and progress on the plan to the board, committees and our partners.
- Leads in the watershed coordination of outreach / education that strategically advance the biennial work plan goals with the public, partner organizations and the SRWPP partners and Board. Public engagement may involve local efforts of various events types and formats to build understanding about the SRWPP goals and the quality of the natural resources within the watershed.

Financial Management includes but is not limited to: (5% - estimated time)

- Identifies sources and secures funding for the overall operation and administration of the Snake River Watershed through federal, state, local and private grants, governments, non-profit organizations and corporations.
- Provides funding opportunities for conservation work to land owners in the Snake River Watershed to implement conservation practices that will improve and protect the water quality of the Snake River

Snake River Watershed Plan Partnership

Watershed.

- Prepares and provides oversight of a budget and updates partners at least twice a year or more with input from the SRWPP Board.
- Works in coordination with the designated fiscal manager of the SRWPP funds.

Provide input and aid in watershed planning & progress presentations: (10% - estimated time)

- Leadership in coordinating between the partner organizations on grant applications, tracking progress and presenting progress outcomes.
- Work with the partner organizations to identify annual goals, referencing resource documents (WRAPS, Landscape Stewardship Plans, 1W1P, TMDL, the Plan etc.) and help in the preparation of minimally a biennial work plan with approval from the SRWPP.
- Leads in the preparation of at least a biennial work plan with all partner organizations. Lead in coordinating watershed-wide project management and aid in the presentation of the Plan's implementation progress.
- Develop updates as needed of the Comprehensive Watershed Management Plan, with the SRWPP and partner input.

Administrative Responsibilities include: (5% - estimated time)

- Promotes teamwork and a positive work environment
- Develop and complete reports as required
- Provides input at watershed meetings that strategically advance the biennial work plan goals.
- Develop meeting agendas and outcomes that strategically advance the biennial work plan goals.
- Represents the SRWPP at meetings hosted by other organizations.
- Leads in providing general updates to a website on SRWPP activities, including notices and posting monthly meeting materials and outcomes.

Technical Responsibilities may include: (15% - estimated time)

- Technical responsibilities will focus on the Kanabec County jurisdiction within the Snake Watershed.
- Engages with landowners within the watershed to strategically advance the biennial work plan goals, as needed based on coordination with the watershed partnership staff.
- Acquires training as needed to obtain and retain adequate conservation technical knowledge in the predominant watershed practices. Work with your supervisor to prioritizing in which practices to acquire knowledge and experience.
- Promotes soil health principles and soil building conservation practices in partnership with others. This may involve the collaboration in the formation of a landowner led council working toward a common goal of increased water quality.
- Coordinates with landowners in planning conservation measures for their property to meet soil and water quality protection and landowner goals. This may include assessing suitable practices to a given site, aiding in survey work, measurement / calculation of pollution reduction numbers, assessing proposed projects against the Plans goals and objectives, designing of practices, composing operations and management plans, managing contracts with land owners, presenting projects to the Board, coordinating practice installation with continuous landowner communications, providing oversight on practice installation and conducting follow-up reviews on completed practices.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

A Four-year degree in Managerial/Administration, Natural Resources or related field as applicable to meet the expectation of the position. Seeking an applicant with 3-5 years of experience in the conservation field. Commensurate experience to this position may be substituted for minimum educational requirements. An available vehicle and a valid Minnesota Drivers' License as personal vehicle may be used at times to complete job duties.

PREFERRED QUALIFICATIONS

The candidate will be a self-starter working with minimum guidance and possess great social skills as this position involves a lot of public outreach interaction. Able to organize and track a variety of timelines and deadlines. Have excellent written and verbal communication skills. The candidate will have great interpersonal skills to interact with a wide variety of people. Will possess skills in using Microsoft Office software, including Publisher and telephone, ArcGIS, GPS units, remote meeting platforms and other job-related equipment. Great attention to detail is required for many aspects of the position.

WAGES:

Grade 13: \$28.76-35.23/hr. (\$60,049 – 73,568/yr.) Pay dependent on qualifications and experience.

OVERTIME STATUS:

This position is classified as an exempt employee.

POSITION LOCATION:

Kanabec SWCD – 2008 Mahogany St Ste 3, Mora MN 55051

SUPERVISION: This position is under the direct supervision of the Kanabec SWCD District Manager. Performance of each duty and assigned responsibility will be evaluated by the District Manager.

TO APPLY:

Applications can be found on the website: www.KanabecSWCD.org

Please, submit applications as soon as possible. This position will be posted until filled.

Resume and cover letter are optional.

Submit an application via. email or mail to Paul Swanson.

Questions: Paul Swanson, Paul.Swanson@co.pine.mn.us or (320) 216-4241

Via mail: Pine SWCD 1610 Hwy 23 N., Sandstone MN 55072.

On this website you will also find a detailed summary of the offered benefits and a veteran preference application.

WORKING CONDITIONS

Work is performed primarily in an office setting with extensive computer and telephone use, and regular public contact. Subject to regular interruptions; required to sit for long periods of time; required to perform repetitive tasks, such as typing and data entry. Ability to work outside in all conditions. A flexible work schedule and some remote work, are negotiable. The job may occasionally require dealing with and calming individuals who are emotionally charged over an issue.

PHYSICAL REQUIREMENTS

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.

Light to Medium Work: Exerting up to 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

ADA CONSIDERATIONS

The Kanabec SWCD is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Kanabec SWCD will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

DATA PRIVACY: Minnesota Statutes Chapter 13 requires that you be informed of the following about private data requested in the application process. Name, home address and telephone numbers, and email address are used to identify you and to contact you about potential job opportunities. If your name is not provided, we won't be able to process your application. If your contact information is not provided, we will not be able to contact you and may reject your application. If you are a finalist for a vacancy, your name becomes public data and is available to anyone. You are not legally required to provide any of the private data listed above. SWCD employees and board supervisors involved in the selection process may have access to your private data if their work assignments reasonably require access. Others who may legally access the above data are individuals or agencies to whom we are required to release the data by law, rule or court order.